Internal Departmental
General Guidelines for Waterline Easement Plats Checklist

Revised 2-20-2006

Upon receiving an easement plat, please check the following items:

1. Does it show the Waterline Easement?
2. Has it been recorded and dated?
3. Was it signed, sealed, and dated at the Register of Deeds office?
4. Was it signed, sealed, and dated by the surveyor?
5. Does it have the tentative street names, public/private and right-of-ways?
6. Does it require lot numbers, if so are they on the Plat?
7. Does it have the Sub-division name, lot numbers and phases on it?
8. If it is part of another phase and that other phase is on the plat make sure that other phases are labeled correctly and reference to previous easement if applicable. If there are multiple phases make sure they are labeled correctly.
9. If the plat has to be revised after it is recorded there will need to be a revised easement document which will make reference to the new plat book and page.
10. Is the 20-foot easement shown outside the limits of public right-of-ways? If not, relocate private/public easement to fall inside private property boundary.
11. The new waterline must be shown in the center of the easement?
12. Does it show approximate location of service lines, and if applicable: meters, valves, and hydrants? On private roads in Multi-family developments show easements for meters, valves and hydrants.
13. Is there any building adjacent to the easement?
14. If applicable, show any other utility easement conflicts?
15. Along with the optional bearings and distances, have this required "Intent Statement" "The intent of the plat is to convey a twenty (20) foot wide waterline easement, ten (10) feet each side of the existing lines and structures, to the City of Asheville for the maintenance of the water system."
17. City of Asheville project Number e.g. WPFY-03-04-001? _____-___-___-____
18. A Title e.g. "Waterline Easement for the City of Asheville" is required.
19. Vault easement must be adjacent to the public right of way.

Written Easement Plat document:

1. Does it have the Waterline Easement Plat Referenced in the written easement document as P.B. _____ Pg._____ ?