

REQUEST FOR RELEASE OF EASEMENT

REQUESTER INFORMATION

Name of Requester	Account Number (if Member)	
Email Address	Telephone Number	Today's Date
Mailing Address		

PROPERTY INFORMATION

Legal Description of Property (Include all that apply: name of road, subdivision with lot and block number, survey name, acreage, etc.)
Easement to be Released (Must provide recording information)
Reason for Release

FOR AQUA CUSTOMER SERVICE USE ONLY

Zone	Map Page
<input type="checkbox"/> Verify there are no existing water lines within the easement area to be released. <input type="checkbox"/> Requester pays a \$50.00 Processing Fee at time of request. <input type="checkbox"/> Requester must provide Proof of Ownership (Deed) and Plat or Survey showing easement location on the property.	
Notes	

FOR AQUA RIGHT-OF-WAY USE ONLY

Date Received	Existing Facilities (if any)			
<input type="checkbox"/> Research Completed	Date Research Completed		Research Completed By	
<input type="checkbox"/> Engineering Opinion Requested	Engineering Approval By		Date of Engineering Approval	
<input type="checkbox"/> BoD Resolution Prepared	Resolution Prepared By		Date of Next BoD Meeting	
Date of BoD Approval	Date Release Form Prepared	Release Form Prepared By	Date Filed	Date Mailed
Notes				

APPROVAL

Member / Applicant (Print Name)	Signature
Aqua Water Supply Corporation (Print Name)	Signature