

Woodfin Sanitary Water and Sewer District
Utility Easement Form Instructions

The Utility Easement Form can be completed by hand, typed, or filled in using a computer. Please follow the following instructions when completing the form. It is highly recommended that the easement be filled in using a computer. Typing is permitted if a computer is not available. Handwritten easements should be limited to signatures, dates, and notary public information except under unusual circumstances. The computer-based form can be e-mailed to you or downloaded onto portable media for your convenience.

The following items should be included in your easement packet:

- A completed “Utility Easement” form, properly notarized.
- A legible drawing labeled “Exhibit A” showing the easement area.
- A check, money order, or Visa/MC authorization for the correct recording fee (currently \$40.00 administrative cost plus \$3.00 for each page).
- Packets should be returned to:

District Director
Woodfin Sanitary Water and Sewer District
P.O. Box 8452
Asheville, NC 28814

If completing the form by computer (recommended),

- Use the “tab” key to proceed to each auto-complete box. The use of the “enter” or “return” key is not necessary.
- Type in only the information that is requested.
- Print a copy of the document on legal-sized paper and sign, date, and notarize the document.

If completing the form by typewriter,

- Use care to ensure that typed lines correspond with those of the easement form
- An auto-correct type ribbon is preferred for error correction. Use of white-out or other error correction materials should be minimized.
- Ensure that typed characters are legible on the easement form.
- Sign, date and notarize the document.

If completing the form by hand,

- Write legibly using blue or black ink.
- Errors must be crossed out with a single line and initialed beside them
- Sign, date and notarize the document.