



MEMORANDUM

Date: November 22, 2021
To: Development Community
From: Development Services – Contract Management Office
Subject: Easements by Separate Instrument

As of October 1, 2021, the land agents assigned to developer led acquisitions have been transferred to the Development Services Department, Contract Management Section.

In an effort to streamline the process, effective January 1, 2022, the Development Services – Contract Management Office will be implementing the following updates to the Easements by Separate Instrument Process:

1. New Initiation Form will be required for each Easement submittal. This form is attached.
2. Fees collected will only to cover the cost of recording/filing. The most common fee schedules as of 11/16/2021, are attached. Please consult the recording County's website to verify fees.
3. The Development Services – Contract Management Office will be solely responsible for drafting your easement templates. Drafts completed by the public will be replaced with drafts prepared by the City of Fort Worth staff.

Coming Soon! Developer Led Acquisitions will be moved to Accela and you will have 24/7 access to your acquisition records via Accela Citizen Access (ACA).

Please contact our office if you have any questions.

Development Services Department
Contract Management Office
200 Texas Street
Fort Worth, TX 76102

✉ DEVSVC.S.Request@fortworthtexas.gov | ☎ (817) 392-1732

**MARY LOUISE NICHOLSON
COUNTY CLERK, TARRANT COUNTY
100 W. WEATHERFORD ST. B-20
FT WORTH TEXAS 76196-0401**

EFFECTIVE 10/01/2019

RECORDING FEE SCHEDULE

<http://CountyClerk.TarrantCounty.com>

MOST REALTY DOCUMENTS CAN BE CALCULATED AS \$19 FOR THE FIRST PAGE, AND \$4 FOR EACH ADDITIONAL PAGE THEREAFTER. THIS RECORDING FEE INCLUDES THE FOLLOWING:

- \$5.00 for the first page
- + \$7.00 Records Management Fee (RMF)
- + \$1.00 Security Fee (SF)
- + \$6.00 Records Archive Fee (AF)

Additional Charges:

- + \$4 for each additional page
- + Double the filing fee if no Grantor/Grantee address
- .25 cents for each indexed name in excess of 5 names

Denton County

REAL PROPERTY RECORDING FEE SCHEDULE

Accepted forms of payment include:

- Business check
- Cash
- Cashier check
- Credit card
- Money order
- Personal check

General Recording Fees

Total
Cost

Legal Reference

General Recording Fees	Total Cost	Legal Reference
First page	\$26 ^{1,2,4}	Texas Local Government Code (LGC) Section 118.011(a)
Plus recording information page (Required)	\$4	Texas LGC Section 118.011(a)(2)
Plus each additional page (any print on the back is considered a page)	\$4	Texas LGC Section 118.011(a)(2)

DEEDS AND RECORDS FEE SCHEDULE



Lila Deakle, Parker County Clerk
1112 Santa Fe Drive, Weatherford TX 76086
(817)594-7461

Property records from January 1986 to current can be searched online by going to www.parkercountytexas.com and using the link provided or using www.countygovernmentrecords.com free		
Real Property Recording		
Recording Fee (first page)	LGC §118.011	\$ 5.00
Records Management	LGC §118.011(b)(2)	\$ 10.00
Records Archive	LGC §118.011(f)	\$ 10.00
Courthouse Security	LGC §291.008(d)	\$ 1.00
	TOTAL (first page only)	\$ 26.00
Each additional page or part on which there are visible marks of any kind	LGC §118.011(a)(1) (each page after)	\$ 4.00
Each additional name to be indexed in excess of five (5)	LGC §118.011(a)(2)	\$.25
<p>Texas Property Code 11.003, effective Jan. 1, 1982: Requires that each grantee's mailing address be in or attached to any document conveying real property executed after December 31, 1981. <i>If address of each grantee is not included, the payment of a penalty filing fee equal to the greater of (1) twice the statutory filing fee for the filing of such document with the County Clerk or (2) \$25.00 will be required. This fee is in addition to regular filing fees.</i> LGC 191.007(c)(h): Provides double the filing fee for that page if there is not a clearly identifying heading, similar to the headings on most printed forms, must be placed at the top of the first page to identify the type or kind of legal paper. LGC 191.007(e)(h): Provides double the filing fee for that page if names are not legibly typed or printed immediately under each signature. LGC 191.007 (3): Printed in type no smaller than 8 point type. Property Code 12.001(b) & 12.011: Must have live signature and proper acknowledgement.</p>		

SHERRY LEMON, COUNTY CLERK, WISE COUNTY

P.O. Box 359 Decatur, TX 76234

(940) 627-3351

RECORDING in Official Public Records

Property records can be searched online by going to www.co.wise.tx.us/cc and using the link provided or using www.countygovernmentrecords.com

DOCUMENTS FILED IN REAL PROPERTY		
Recording Fee (first page) (RECRD)	Local Government Code § 118.011	\$ 5.00
Records Management (CCRMF)	Local Government Code § 118.011 (b)(2)	\$ 10.00
Records Archive (CCRAF)	Local Government Code § 118.011 (f)	\$ 10.00
Courthouse Security (CHS)	Local Government Code § 291.008 (d)	\$ 1.00
	TOTAL (first page)	\$ 26.00
Each additional page or part on which there are visible marks of any kind (RECD2)	Local Government Code § 118.011 (a) (1)	\$ 4.00
Each additional name to be indexed in excess of five (5)	Local Government Code § 118.011 (a) (2)	\$ 0.25 per name

Texas Property Code 11.003, effective Jan. 1, 1982: Requires that each grantee's mailing address be in or attached to any document conveying real property executed after December 31, 1981. If address of each grantee is not included, the payment of a penalty filing equal to the greater of (1) twice the statutory filing fee for the filing of such document with the County Clerk or (2) \$25.00 will be required. *This fee is in addition to regular filing fees.* LGC 191.007 (c/h): Provides double the filing fee for that page if there is not a clearly identifying heading, similar to the headings on most printed forms, must be placed at the top of the first page to identify the type or kind of legal paper. LGC191.007 (e/h): Provides double the filing fee for that page if names are not legibly typed or printed immediately under each signature. LGC 191.007 (e/h): Printed in type no smaller than 8 point type. Property Code 12.001 (b) & 12.011: Must have live signature and proper acknowledgement.

Date: _____

City Project Number: _____

DEVELOPER EASEMENT INITIATION FORM

PROJECT TYPES – CHECK ALL THAT APPLY:

- | | | |
|--|--|--|
| <input type="checkbox"/> DRAINAGE | <input type="checkbox"/> EMERGENCY ACCESS | <input type="checkbox"/> PEDESTRIAN ACCESS |
| <input type="checkbox"/> ROW EASEMENT FACILITY | <input type="checkbox"/> ROW EBSI | <input type="checkbox"/> SEWER/DRAINAGE FACILITY |
| <input type="checkbox"/> SEWER FACILITY | <input type="checkbox"/> SLOPE | <input type="checkbox"/> TEMPORARY ROE |
| <input type="checkbox"/> TEMP. TURNAROUND | <input type="checkbox"/> WATER/DRAINAGE FACILITY | <input type="checkbox"/> WATER FACILITY |
| <input type="checkbox"/> WATER/SEWER FACILITY | <input type="checkbox"/> UTILITY | <input type="checkbox"/> P.O.S.E |
| <input type="checkbox"/> FLOODPLAIN | <input type="checkbox"/> EASEMENT BY SEPARATE INSTRUMENT | <input type="checkbox"/> RAILROAD |

I. PROJECT INFORMATION (Provide information for each box)

Project Name:		IPRC Project Manager:	
Project Address or Location:			
Parcel Number(s):			
Subdivision Name:			
Block Number(s):			
Council District:		Lot Number(s):	

II. APPLICANT/DEVELOPER INFORMATION

Applicant/Developer Legal Name:	
---------------------------------	--

Developer Type:	<input type="checkbox"/> Individual		<input type="checkbox"/> Entity						
Contact Name:					Title:				
Street Address:			City:			State:		Zip:	
Phone Number:			E-mail:						

III. SIGNATORY INFORMATION (Person who will sign the contracts)

Applicant/Developer Legal Name:								
*Must match signatory documents								
Contact Name:					Title:			
Phone Number:			E-mail:					

IV. AGENT/CONSULTANT INFORMATION

Contact Name:					Title:			
Phone Number:			E-mail:					
Agent/Consultant:								

 <Name>
 <Title>

 Date