

**Process for Developer Easements by Separate Instrument  
(with No Assigned IPRC Record)**

Applications for easements to be recorded by separate instrument will be transmitted to the Infrastructure Plan Review Center (IPRC) in Development Services and then to the Real Property Division in the Property Management Department.

The Planning and Development Department has determined that easements will be required to be dedicated by plat when:

- Any structure will be addressed off of a proposed access easement; and
- The proposed easement represents new right-of-way or a new alignment of an existing right-of-way.

**If dedication of an easements by separate instrument (with No Assigned IPRC Record), the Developer will submit to the IPRC electronically in Accela (IPRC Easement Permit Record):**

- A copy of the construction plans for the project;
- The City's Standard Easement (executed by the authorized signor);
- The Secretary of State (S.O.S.) Signature Authority, Delegation of Authority, Corporate Resolution &/or Vesting Deed;
- Closure report of easement being dedicated;
- A copy of all adjacent recorded easements; and
- Processing Fee.

**The City's Standard Easement documents can be located here:**

<https://apps.fortworthtexas.gov/ProjectResources/>

**Easement by separate instrument Processing Fee schedule:**

- First Parcel- \$126.00
- Each Additional Parcel- \$61.00
- Recording Fees- \$16.00 for the first page, \$4.00 for each additional page.

**Consultants are required to submit all easements to the IPRC Engineering Manager in black and white. Colored copies are no longer required to be submitted for review and processing.**

The Engineering Manager will review the easement exhibits to coordinate POB's and to ensure that they connect to existing easements and that they do not overlap previously dedicated easements.

If appropriate, the complete package (items listed above) will then be forwarded to the Real Property office for City acceptance and recording.

Consultants shall not submit easements directly to the Property Management Department (PMD).