

CITY OF ROCHESTER AGREEMENT AND EASEMENT REQUEST FORM

The information provided will be utilized by Public Works Staff in preparation of the Agreement or Easement.

Please print clearly.

Type of Agreement being requested:

_____ Contribution / Assessment Agreement _____ Pedestrian Facilities Agreement

_____ Storm Water Facility Maintenance Agreement _____ Utility Connection Agreement

_____ Maintenance Agreement (non-stormwater) _____ Revocable Permit Agreement

_____ Easement, please specify type: _____

_____ Other, please specify: _____

Property Identification Number(s): _____

Fee Owner of Property / Legal Entity: _____

Domestic State of Entity: _____

Planning Application Number (if applicable): _____

Status of Grading & Drainage Plan Review / Approval (if applicable): _____

(Note: If aspects/ details of a Grading & Drainage Plan for the project are likely to impact the terms of the Agreement, staff may be unable to prepare an Agreement for execution, prior to Public Works staff review of the Grading & Drainage Plan.)

Project Engineering Firm: _____

Additional Information: _____

Prepared Agreement should be directed to:

Contact Person: _____

Telephone Number: _____

Email Address: _____

A complete legal description and drawing, if needed, of the property to be included in the Agreement or Easement is required for the Public Works Staff to prepare the Agreement or Easement (an electronic copy of the description via email is appreciated). The legal description must be attached to / included with this Request Form.

Please submit a check for \$246 with your request form for a Revocable Permit Agreement, or submit a check for \$146 with your request form for all other non-development agreements and easement requests. Checks are payable to the City of Rochester. Return the completed request form, check, legal description(s) and any exhibits to Rochester Public Works, 4001 West River Parkway NW, Suite 100, Rochester, MN 55901. Public Works Staff will prepare the Agreement or Easement and provide it to the designated contact person for review and execution. If there are any questions or concerns regarding the content of the Agreement or Easement, they should be addressed with Public Works Staff prior to execution by the Owner. Once the executed Agreement or Easement is returned to Public Works, if required, it will be scheduled for City Council approval and once approved, will be signed on behalf of the City of Rochester. The application fee includes \$46 as the standard fee for document recording collected by Olmsted County. In the event the recording fee is in excess of \$46, the applicant shall reimburse the City for its actual incurred costs.

Applicant's Signature

Date

Phone Number

FOR OFFICE USE ONLY

 \$146.00 Paid – Date: _____ \$246.00 Paid – Date: _____