



Sidewalk/Alley Easement Agreement

Updated: FY16/17

The following documents and fees are required to process the above easements

- * **Letter/Memo/Transmittal** explaining the reason for requesting this easement.
- * **Payment of Fees for Review** (Initial 2 hour deposit minimum @ \$210.25/hr. Additional Fees may apply if review is lengthened.)
- * **Preliminary title report** – Issued within the last three months.
- * **Exhibit A** – Legal description of property
- * **Exhibit B** – Legal description of easement area
- * **Exhibit C** – Map Plat of easement area (stamped by Licensed Surveyor or pre '82 Civil Engineer)

The easement package can be submitted to PWPermits@smgov.net or delivered to the Civil Engineering Counter in City Hall:

City of Santa Monica
Civil Engineering Counter
1685 Main Street, Rm 113
Santa Monica, CA 90401