

**INSTRUCTIONS FOR COMPLETING AGREEMENT FOR  
GRANT OF EASEMENT AND WATER RIGHTS**

1. This form is to be used when one property owner owns two adjoining parcels and wants to use a water supply on one lot, for the adjoining lot.
2. Fill out the form with the required information. Do not write in the upper right hand corner, that area is for the recorder to use. If you wish to add your name, you may do so under “Recording requested by” in the upper left hand corner in the blank provided.
3. The first set of blanks is for the date that you are completing the agreement and the second set of blanks is for the property owner’s name (the way the property is held in title).
4. Recitals A. Fill in the Assessors Parcel Number for the parcel on which the system for which you are agreeing to grant an easement will be located, and the date on which you are filling out the paperwork. Be sure to label the attachment as Exhibit A and to show the APN. Be sure to label this parcel as “system parcel”.
5. Recitals B. Nothing.
6. Recitals C. Fill in the Assessors Parcel Number for the parcel that is being served and the date on which you are filling out the paperwork. Be sure to label this parcel as the “served parcel” on Exhibit A.
7. Recital D. Nothing.
8. Recital E. Write the proposed or existing use to be served by the system (example, a single family home, a guest house, a second dwelling unit, etc.).
9. Attach the required “Exhibit A” to the document. . This exhibit should show or describe the two parcels with clearly labeled APN’s. In addition the exhibit should show or describe the location and size of the easement area, and any other additional information that will make the exhibit more clear.
10. All legal owners of record must sign the document and have it notarized. If you need additional lines for more signatures, you can request that Environmental Management staff add additional lines for you, or you can request the document be emailed to you and you can add additional signature lines as needed. If you are signing on behalf of a company or organization, etc., you must include your capacity to sign such documents. Your notary should attach their own all purpose acknowledgement, the notary space at the bottom of the form is for use by the COUNTY notary.
11. Return the document to this department for review and processing. You will be notified when the document is ready for you to pick up.