



MSD

Louisville and Jefferson County Metropolitan Sewer District

DATE: January 7, 2008

TO: Property Owners, Developers, Real Estate Agents, Engineers and Land Surveyors

FROM: Eric Hickman

SUBJECT: Easement Release & Encroachment Procedures

Once it is determined that an easement should be **released** or that an **encroachment agreement** is necessary, please follow the procedures below in order to expedite the process.

PLAT SUBMITTAL PROCEDURES:

1. Submit to MSD, 700 West Liberty Street, P. O. Box 740011, Louisville, Ky. 40203-1913, Attention: **Eric Hickman**, Engineering Development/ Plan Review
 - a. Original surveyor's signature and stamped plat with release/encroachment request clearly marked. (two copies) The plat must meet minimum standards of practice for land surveying in the State of Kentucky and MSD standards.
 - b. A non-refundable \$25 check written to MSD. The fee covers MSD reviewing, processing and recording courthouse fees (IF APPROVED).
 - c. A letter written to Derek Guthrie, P.E., Director of Engineering/Operations and Chief Engineer, stating reason for request.
 - d. In the event that this is an Encroachment Agreement, the property owner must complete and sign the agreement with their signature notarized. (If signing for a corporation, partnership or limited liability company, a copy of the corporate resolution, operating agreement or article of incorporation, (whichever is applicable) must be submitted with plat.)

MSD REVIEWING PROCEDURES:

2. Quitclaim/Encroachment to be reviewed in our office. **At any phase of the review, the approval can be denied if MSD has existing or possible future facilities to be built within the easement.** The required steps to be taken by the request are listed below:
 - a. Plat reviewed to meet required standards and sanitary review with applicable plans.
 - b. Drainage review with applicable drainage construction plans and field inspection.
 - c. Engineering Director's approval
 - d. Legal review, approval and signature
 - e. Executive Director's notarized signature
 - f. Recording at Courthouse

Should you have any question during this process, please feel free to call me at 540-6289.

jb
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