



Department of Water and Power

Service Center • 200 N. Wilson Avenue • Loveland, CO 80537
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www.cityofloveland.org

Grant of Utility Easement Form Instructions:

1. The “Grant of Utility Easement” document should be considered original. *(Note: Changes or modifications to the “Grant of Easement” are not allowed unless first approved otherwise by the Department of Water and Power and City Attorney’s Office)*
2. Grantor shall execute the first page, Indenture AND Grantor signature portions and shall also have the second page, Witness and Notary, completed; both in permanent ink.
3. Grantor shall have Exhibit “A” and “B” prepared by a licensed Professional Land Surveyor (P.L.S.) in the State of Colorado. Exhibit “A” AND “B” must be wet signed and stamped by the P.L.S. *(Note: See also, State of Colorado Bylaws and Rules for Professional Land Surveyors, Section 6.1.2 and 6.1.3)*
4. Grantor shall return the following to the Department:
 - a. The original “Grant of Easement” AND attached Exhibit “A” and “B”.
 - b. Recording Fee in an amount specified by the Larimer County Clerk for recordation of each page included in the “Grant of Easement” PLUS a \$2.25 “Simplefile” fee to electronically record the document. The Fee can be provided in form of Check (payable to: City of Loveland), cash, or credit card.
5. After acceptance and approval by the Department, the “Grant of Utility Easement” will be sent to the City Attorney and City Clerk for final approval, and subsequent recordation through the Larimer County Clerk’s office.
6. A copy of the final recorded easement will be provided to you.