

NEW EASEMENT APPLICATION PROCESS

1. Fill out easement application in full and mail with non-refundable application fee of \$450.00. Also include a refundable deposit of \$30/rod (minimum of \$500) if you intend to begin construction within 30 days. This allows us to issue a temporary construction permit while awaiting the appraisal. Also include 3 color copies of the certified plat including centerline description.

NOTE: Most CLO easements are issued with a maximum width of 30 feet.

2. Upon receipt, CLO will review the application and contact you if there are any adjustments needed.
3. An appraisal for the value of the easement will be completed and you will receive an invoice for the balance due.
4. Upon receipt of the final payment, a 20-year easement will be drafted, approved and mailed to you for your signature. You will return the document to our office for execution by our Secretary and an original will be mailed to you.

RENEWED EASEMENT APPLICATION PROCESS

1. Fill out renewed easement application in full and mail with non-refundable application fee of \$450.00. Also include a refundable deposit of \$30/rod (minimum of \$500). Also include 3 copies of the certified plat on record with the current easement.

NOTE: Please apply at least 120 days in advance from the expiration date of the easement.

2. Upon receipt, CLO will review the application and contact you if there are any adjustments needed.
3. An appraisal for the value of the easement will be completed and you will receive an invoice for the balance due.
4. Upon receipt of the final payment, a 20-year easement will be drafted, approved and mailed to you for your signature. You will return the document to our office for execution by our Secretary and an original will be mailed to you.