



## EMERGENCY ACCESS EASEMENT INSTRUCTIONS

1. Attach LFRA transmittal form - REQUIRED
2. Fill out appropriate sections of the Grant of Easement Document with all signatures
3. Attach appropriate legal description(s) and exhibit(s)- REQUIRED

### City Of Loveland Projects:

- Drafts shall be submitted in the SDP / PICP review phase. After draft review has been approved by GIS and LFRA, final documents shall be submitted to LFRA Community Safety Division for routing. A recording fee will be required.
- Fee is: 13\$ recordation fee for the First sheet, and 5\$ for each additional sheet and 2\$ Simple-file fee per easement document, (for example: a 4 page document fee = 30\$)
- Arrangements to pay remotely via credit card can be made, or a check shall be submitted to LFRA (made out to LFRA).

### Johnstown Projects:

- Electronically submit easement documents to LFRA for review (including transmittal).
- Upon LFRA draft review approval, submit formal documents to Town of Johnstown Planning Dept for approval, after which, submit the final signed easement documents to the Larimer County Clerk for recording with payment to the County Clerk.

### Larimer County Projects:

- Electronically submit easement documents to LFRA for review (including transmittal).
- Upon LFRA approval, submit formal documents to Larimer County Planning Dept for approval, and then submit the final signed easement documents to the Larimer County Clerk for recording with payment to the County Clerk.

