

CRITERIA FOR RECORDING LEGAL DOCUMENTS

- **ALL WRITING & SIGNATURES MUST BE IN BLACK INK!**
- First page margin must be 2 ½" from the top. Side and bottom margins can be no smaller than ½". Any attached pages should have a minimum ½" margin on all four sides.
- Font can be no smaller than 11 point.
- Make sure that all-blank spaces such as date, considerations, address and drafted by, are all properly filled in.
- The document requires **two** witnesses per signature. If the document requires two signatures, the same two people may witness both signatures. If the document only requires one signature, this signature still needs two witnesses, **by two different persons**.
- All signatures must have their legal name printed or typed beneath them (both the principle signature(s) and the witness signature(s)).
- All principle signatures **must be notarized**. The notary is required to show their printed name, county of commission and expiration date. The notary acknowledgement must be filled out completely, including the name and title of the signature that is being notarized.
- If the person is signing on behalf of a Corporation or Company, his/her **name and authorized title** within the Corporation/Company must be printed or typed beneath his/her signature. If it is a Limited Partnership, the document does not have to be signed by both partners but the person signing must print or type **name and authorized title** beneath signature.
- The **marital status** of males must be shown on residential (non-commercial) documents. If married, both the husband and wife must sign the document with their legal name printed or typed beneath their signature along with the title, husband or wife.
- The document **must** include the **name and address of the individual drafter**.
- The acceptable size of paper is as follows: Minimum (8.5" x 11") Maximum (8.5" x 14"). This size paper is also required for all attachments to legal documents.
- The required weight of paper to be used for legal documents and any attachments is a minimum of 20 pounds, which is the weight of regular copy paper.
- All attachments should be labeled at the top of each page (ie. Exhibit A)

For further guidelines more specific to easement documents, please refer to EASEMENT DEDICATION.

EASEMENT DEDICATION

The following guidelines are to be used along with the “REFERENCE COPY” standard easement form when dedicating easements for public utilities within the City of Farmington Hills, Michigan. By following these guidelines and the “Criteria for Recording Legal Documents”, the easement can be processed more efficiently, as they minimize the chance of rejection by Oakland County Register of Deed’s.

To more clearly understand the form, the following items explain the requirements necessary to complete the standard easement form (refer to the “REFERENCE COPY” standard easement).

******* USE BLACK INK ONLY *******

1. Complete legal name of owner(s), partnerships or corporations. If dual ownership, both names shall be included (i.e. John A. Smith and Joan M. Smith, his wife, or John Jones and Peter Anderson, partnership).
2. Correct address of owners dedicating easement.
3. Type of utility for which easement is being granted (water main, sanitary sewer, storm sewer, storm drainage, sidewalk, etc.)
4. Exact legal description of easement.
5. Date of signatures.
6. Signatures of witnesses with full name printed or typed respectively beneath it. Please note initials of first name **are not acceptable** and that **a minimum of two witness** signatures is required.
7. Signature of owner(s) dedicating easement with full name printed or typed beneath it along with their authorized title (president, partner, wife). Please note that initials of first name **are not acceptable**. If dually owned, both husband and wife, partners must sign. If owner is Corporation, a minimum of two signatures of corporate officers shall be used when dedicating easement.
8. Public notary signature and date of notarization along with declaration of “act of freewill.” Please note that the notary can be from anywhere in the USA, not necessarily from Oakland County.
9. Name of person that drafted legal description of easement, the firm he represents and that complete address of said firm.

***All attachments should be labeled at the top of each page (ie. Exhibit A)**

For further guidelines for all legal documents, please refer to CRITERIA FOR RECORDING LEGAL DOCUMENTS.

EASEMENT

KNOW ALL PERSONS BY THESE PRESENTS: that _____, whose address is _____, party of the first part, for and in consideration of the sum of One Dollar (\$1.00) paid to it by the **City of Farmington Hills**, whose address is **31555 Eleven Mile Road, Farmington Hills, Michigan, 48336-1103**, party of the second part, does hereby grant to the said party of the second part of the right to construct, operate, maintain, repair and/or replace a _____ across and through the following described land located in the **City of Farmington Hills**, County of **Oakland** and State of **Michigan**, to wit:

SEE EXHIBIT A

And to enter upon sufficient land adjacent to said _____ for the purpose of construction, operation, maintenance, repair and/or replacement thereof.

The premises so disturbed by reason of the exercise of any of the foregoing powers shall be reasonably restored to its original condition by the party of the second part.

This instrument shall be binding upon and inure to the benefit of the parties hereto, their heirs, representatives, successors and assigns.

IN WITNESS WHEREOF, the undersigned parties hereunto affixed _____ signature(s) this _____ day of _____, A.D., 20 ____.

Signed in presence of:

Signed By:

*

*

*

*

* NOTE: Please print name under signature

STATE OF _____)

SS

COUNTY OF _____)

On this _____ day of _____, A.D., 20 ____, before me, a Notary Public in and for said County, personally appeared _____, to me known to be the same person(s) described in and who executed the within instrument, who then acknowledged the same to be _____ free act and deed.

This instrument drafted by:

*, Notary Public

_____ County, _____

When recorded, return to:
Pamela B. Smith, City Clerk
31555 Eleven Mile Road
Farmington Hills, MI 48336

My Commission Expires: _____

Tax Parcel #

Regarding: