



Should you have any questions regarding this form, please email Engineering_Submittals@sanmarcostx.gov.

City of San Marcos Requirement for Developer Dedication Documents PLEASE PRINT LEGIBLY

This form must be completed before being submitted with the following items (one form for each Parcel #)
ANY INCOMPLETE FORMS WILL BE RETURNED TO THE SUBMITTER

Required Documents:

- Survey Field Notes with Accompanying Survey Plat Exhibit on 8.5"x11" paper in PDF format for review
- Closure Report
- Title Report, Title Search, Title Research Report, Title Commitment, etc. that shows proof of record title ownership, existing easements, and all liens or judgments filed against the property and/or landowner (must be less than 60 days old from the date of this submittal).
(Title Run or Abstractor's Reports are not acceptable)
- Surveyor's Letter confirming all easements listed in Title Report
- PDF copy of Warranty Deed or Special Warranty Deed showing the current record owner of the property.
- If current record owner of the property is a company, corporation, real estate trust, joint venture, or partnership, a copy of the organizational papers (Copies of Articles of Incorporation, Partnership Agreement, Company or Operating Agreement, Joint Venture Agreement, Trust Agreement, etc.), showing accurate evidence of signatory authority of the property owner is required.
(Certificate of Filings or Formation with the Secretary of State is not acceptable).

Additional Information:

Date: _____ Project #: _____ Parcel #: _____

Project Name and/or Property Address: _____

Subdivision Plat Name: _____ HCAD/CCAD Property ID: _____

Recording Plat Doc #: _____ Volume: _____ Page: _____

Project Manager: _____ Email: _____

Project Company: _____

Interest Type Being Dedicated: _____

Owner of Property: _____

If owner is a company, corporation, real estate trust, joint venture, or partnership, evidence of signatory authority of the property owner is required (see above).

Authorized Signatory or Agent to dedicate: _____

(DO NOT SIGN HERE. Clearly print name & position title in reference to the landowner who will sign the proposed dedication document)

Developer, if different from property owner: _____

Legal Description of property: _____

City Engineering & CIP Reviewer: _____ Date: _____
(Reviewer's Signature)

City of San Marcos Easement Recording Flow Chart

