

EASEMENT COMPLETION GUIDELINES

Proper execution of the easement document is necessary for it to be acceptable for recording with the Macomb County Register of Deeds. The following guidelines will help ensure that the document is in acceptable form upon its return to the Township for review and approval.

- **An informational title commitment dated within the last 60 days, or approved equal, shall be submitted to Clinton Township Engineer as proof of ownership of the subject property.**
- The person(s) authorized to sign shall be filled in at the top of the document with their current address(es).
- The date the document is signed by the person(s) authorized to sign and publicly notarized with original seals and signatures.
- **Two witnesses'** signatures are required in addition to those of the person(s) signing for the property.
- **All signatures appearing on the document must have printed or typed names below in black ink.**
- If the property is owned by a **married** man/woman, the words "a married man/woman" must appear after his/her name at both the top of the document and in the acknowledgement. If both he and his wife are listed as owners of the property, the words "husband and wife" must appear after their names at both the top of the document and in the acknowledgement. **BOTH** the husband and wife must sign the easement regardless of which name(s) is(are) listed on the title work.
- If the property is owned by a **corporation**, one officer is required to sign. A corporate resolution stating that the officer can sign for the corporation shall be submitted to the Clinton Township Engineer with the executed easement document.
- Include the officer's **name** and **title** within the corporation and the name of the **corporation** in the signature line and the acknowledgement line.
- If the property is owned by a **partnership**, all partners must sign. In the case where one partner is signing, the partnership may draft a resolution permitting the partner to do so. This resolution must be submitted to Clinton Township Engineer with the executed easement document.
- If the property is subject to a **land contract** purchase, both the title holder(s) and the land contract purchaser(s) must sign.
- The first page shall have a 2 ½" top margin with ½" side and bottom margins. Any consecutive pages shall have ½" margins on all sides.
- The first line must be the title (i.e. EASEMENT).
- The font shall be 10 point or larger.
- Document shall be on either 8 ½ x 11" or 8 ½ x 14" bond paper.
- **All print on the document shall be in black ink, including signatures.**

If any questions arise as to how the easement agreement may be executed or altered, please contact the Clinton Township Attorney's Office of York, Dolan and Ciaramitaro at (586) 263-5050.