

## **CITY OF LIBERTY, MO DEDICATION OF PUBLIC EASEMENTS**

This is a summary of the process to dedicate public easements by submitting required documents and fees according to the following process:

1. Applicant prepares and submits to City Engineering un-executed easement documents for review.
  - a. The documents must utilize standard City easement templates and include legal descriptions and graphical depictions of the proposed public easement areas to be dedicated.
  - b. The legal description must be prepared by a Missouri registered Land Surveyor and tie to the Missouri state plane coordinate system.
2. City staff will review the documents for accuracy and return any comments to the Applicant that need to be addressed.
3. When the review is approved, the Applicant may proceed with executing the documents.
4. Applicant submits the executed (two (2) signed original copies) easement documents to City of Liberty Engineering with a dedication fee of \$225 per easement for final review and processing.
5. City staff will schedule and present the easement dedication action to the City Council at the next available meeting.
6. When the action is approved by the City Council, then the executed documents are recorded by City staff at the Clay County Recorder of Deeds.