



Easements and Stormwater Facility Maintenance Agreements

Information Packet

Easements and Stormwater Facility Maintenance Agreements (SFMA) are required to ensure water quality in accordance with our MS4 permit. Any new/modified commercial properties and subdivisions will require an easement, executed with form DPW 110, and a SFMA. Both are found on The City of Pueblo's Stormwater Departments website linked in the references. For subdivisions easements can be shown on the plat in which case a DPW 110 will not be needed however a SFMA will still be required.

A Professional Land Surveyor (registered in Colorado) will have to be hired to prepare a legal description and illustration using our Property Description Specifications (included in this packet).

This packet deals with Easements and Stormwater Facility Maintenance Agreements only. It contains the step-by-step process on how to do an easement and SFMA with The City of Pueblo, the specifications for the description and illustration, examples of how those documents should be prepared, and everything else you'll need to do your submittal. If you have questions after you've reviewed this packet, get in touch with Noah Stamm (NStamm@pueblo.us) at 719-553-2279.

Required Items for Submittal Review

- **Legal description prepared to Property Description Specifications**
- **Illustration prepared to Property Description Specifications**
- **Executed DPW 110 prepared to DPW 110 Guide**
- **Executed SFMA prepared to SFMA Guide.**
- **Ownership Information Sheet**

Steps For Processing Easements & SFMA

1. Review this packet and contact Noah Stamm (NStamm@pueblo.us) at 719-553-2279 with any questions.
2. Hire a Professional Land surveyor to prepare the legal description and illustration using the attached Property Description Specifications.
3. Fill out and execute a DPW 110 following the provided DPW 110 Guide.
4. Fill out and execute the SFMA following the provided SFMA Guide.
5. Fill out Ownership Information Sheet.
6. Submit all the required documents (Legal description, Illustration, DPW 110, SFMA, & Ownership Information Sheet) for review. If approved see letter (a.), If rejected see letter (b.)
 - a. Once reviewed and approved by the Stormwater Department and City Attorney the originals will need to be mailed in or dropped off in person to the City of Pueblo Stormwater Department at 211 East "D" Street, Pueblo, CO 81003 along with the recording fee the owner is responsible to pay for. The Stormwater Department will let you know the total fee in which a check can be made out to "Pueblo County Clerk & Recorder".
 - b. B. If not approved the documents will be redlined by city staff and sent back for corrections.
7. Once completed the Easement and Stormwater Facility Maintenance Agreement will be signed by the Director of Stormwater per (§16-12-10(d), P.M.C.). The documents will then be recorded with the Pueblo County Clerk and Recorder.

From the time The City of Pueblo's Stormwater Department receives the original submittal, it usually takes 2-4 weeks to complete the process. The majority of that time period depends on how quickly corrections can be made by the applicant and resubmitted to the Stormwater Department. **The front routing on any commercial project will not be approved by the Stormwater Department until the approved original copies of the Stormwater Facility Maintenance Agreement, Easement and recording fee are in the hands of the Stormwater Department.**

Property Description Specifications

Descriptions submitted to the City of Pueblo Stormwater Department will not be accepted unless prepared by a professional land surveyor registered in the State of Colorado, and shall conform to the following required criteria:

1. Submit an original typewritten legal description on letter size plain white paper (8 ½" X 11"). Electronic submittals of PDF's are acceptable.
2. Each description must have an introduction which states the proposed intent of the easement, the location of the property, (Section, Township, Range, and P.M>), and the subdivision name and filing number, if applicable. See samples provided in this packet.
3. Includes a Basis of Bearing Statements in accordance with Section 38-51-106(1)(e), C.R.S. Note the statement needs to be fully monumented on both sides.
4. The body of the description must contain sufficient information to avoid any ambiguities or the necessity for assumptions.
5. The description must close mathematically with a ratio of closure of at least 1' : 10,000'. Distances should be represented in "U.S. survey feet."
6. The point of beginning must be tied to an established land corner or to a point identifiable on a recorded subdivision plat.
7. Metes and bounds descriptions are preferred whenever possible. Centerline descriptions will be accepted only when:
 - A. The point of beginning and the point of terminus are described in the text and are tied to independent control points.
 - B. The land described is uniform in width (from the described centerline) throughout its entire length.
 - C. The sidelines of the land described are at all points parallel with the described centerline.
 - D. Land (or easement) descriptions that deviate from any of the foregoing conditions must be written in a metes and bounds format.
8. The area shall be expressed in square feet and acres.
9. Each description shall be signed and sealed in accordance with C.R.S. 12-25-217(2) which presently states:

"All documents, plats, and reports resulting from the practice of land surveying shall be identified with and bear the seal or facsimile and signature of the land surveyor in responsible charge."
10. Each description shall have a heading similar to "Exhibit A". With the subsequent descriptions to be consecutively lettered Exhibits i.e. Exhibit A, Exhibit B, Exhibit C, etc. Each description will have an Illustration that will be labeled "Illustration for Exhibit A".

Illustration Specifications

An illustration shall accompany each property description conforming to the following format:

1. A paper drawing in ink or computer generated and plotted representation done according to the example.
2. Lettering to be "AutoCAD" Leroy or professional grade lettering.
3. Size is to be 8 1/2" X 11".
4. The following disclaimer statement must appear on each exhibit:

"THIS ILLUSTRATION DOES NOT REPRESENT A MONUMENTED SURVEY. IT IS INTENDED ONLY TO DEPICT THE ATTACHED DESCRIPTION."

5. The illustration should be titled "Illustration for Exhibit ____" (insert letter).
6. Bearings, distances, and curve data should be shown on the illustration and should match the legal description.
7. Show a bar and ratio scale and north arrow.
8. Name and address of Surveyor.
9. Label the lot and block numbers and the subdivision plat names and filing numbers.
10. Each illustration shall be signed and sealed in accordance with C.R.S. 12-25-217(2) which presently states:

"All documents, plats, and reports resulting from the practice of land surveying shall be identified with and bear the seal or facsimile and signature of the land surveyor in responsible charge."

Ownership Information Sheet

Property Description (i.e., Lot, Block, Subdivision plat name and filing number, or metes and bounds description.)

Owner Name(s): (Should appear exactly as given on deed by which property was acquired by owner)

Owner's Address:

Type of business: (i.e., corporation, partnership, Limited liability co., etc.)

Contact person:

Name _____ Phone # _____

Email _____

Links

Pueblo County Clerk and Recorder Fees: <https://county.pueblo.org/clerk-and-recorder/fee-schedule>

DPW 110 fillable & Guide: <https://www.pueblo.us/482/Reference-Materials>

SFMA fillable & Guide: <https://www.pueblo.us/482/Reference-Materials>

Stormwater Maintenance Easement

EXHIBIT A

An easement for stormwater utility and maintenance purposes through a portion of the SE 1/4 of Section 31, Township 20 South, Range 64 West of the 6th Principal Meridian, in the City and County of Pueblo, State of Colorado, and more particularly described as follows:

Considering the South Right-of-Way line of Fir Street on the North line of Block 47 of Mattice & Gibson's Addition filed for record on November 10, 1899 at Reception number 95215 in Book 13 Page 17 in the records of the Pueblo County Recorder to bear S87°22'56"W. Both ends of said line are found No. 4 Rebar with no cap and all bearings herein are relative thereto.

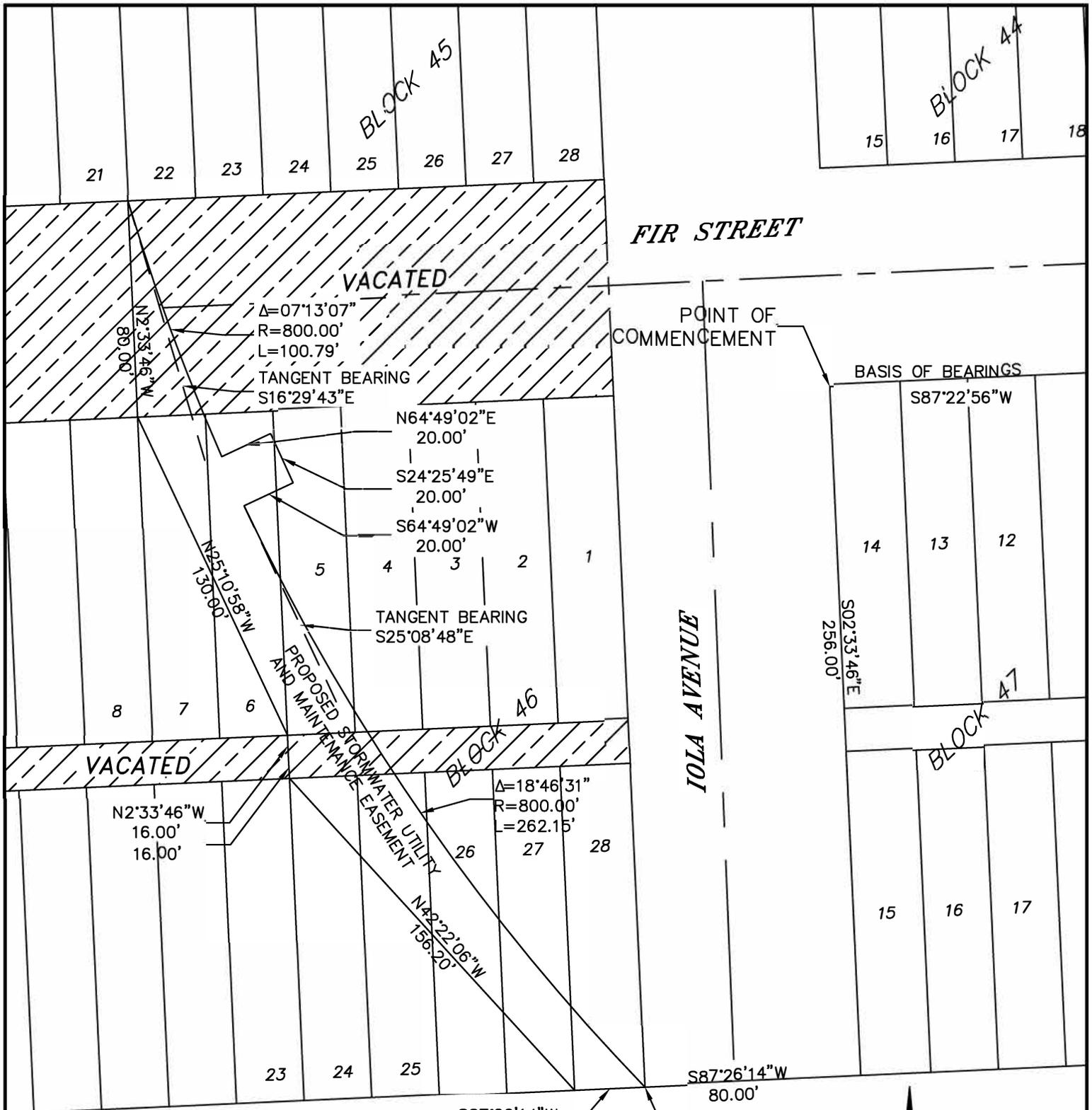
COMMENCING at the Northwest corner of Lot 14, Block 47, thence S02°34'15"E a distance of 256.00 feet along the East Right-Of-Way line of Iola Avenue to the Southwest corner of Lot 15, Block 47; thence S87°25'45"W a distance of 80.00 feet to the POINT OF BEGINNING, said point being the Southeast corner of Lot 28, Block 46, said Parcel conveyed to the City of Pueblo by quitclaim deed recorded October 15, 1975 at Reception number 503894 in Book 1826 Page 992 in the records of the Pueblo County Recorder; thence S87°25'45"W a distance of 26.00 feet to the Southeast corner of Lot 27, Block 46, as stated by deed described hereinbefore ; thence N42°22'06"W a distance of 156.20 feet to the Northeast corner of Lot 23, Block 46, said point being on the Southerly line of the vacated alley as stated by deed described hereinbefore; thence N2°33'46"W a distance of 16.00 feet to the Southeast corner of Lot 6, Block 46, said point being on the Northerly line of the vacated alley as stated by deed described hereinbefore; thence N25°10'58"W a distance of 130.00 feet to the Northeast corner of Lot 8, Block 46, said point being on the Southerly Right-Of-Way line of vacated Fir Street as stated by deed described hereinbefore; thence N2°33'46"W a distance of 80 feet to the Southeast corner of Lot 21, Block 45, said point being on the Northerly Right-of-Way line of vacated Fir Street, as stated by deed described hereinbefore, to a non-tangent curve; thence from a tangent that bears S16°29'43"E Southerly along a curve to the left having a radius of 800.00 feet through a central angle of 7°13'07" an arc distance of 100.79 feet; thence N64°49'02"E a distance of 20.00 feet; thence S24°25'49"E a distance of 20.00 feet; thence S64°49'02"W a distance of 20.00 feet to a non-tangent curve; thence from a tangent that bears S25°08'48"E Southerly along a curve to the left having a radius of 800.00 feet through a central angle of 18°46'31" an arc distance of 262.15 feet to THE POINT OF BEGINNING.

Containing 8,276.4 square feet (0.19 Acres), more or less

Surveyor's Name,

Address, seal, Date Signed

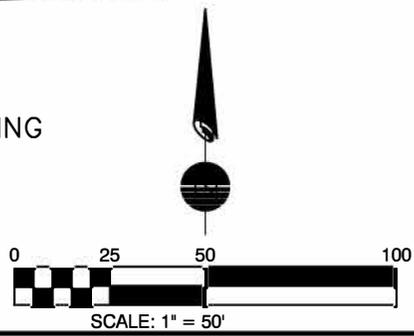
And Signature



BASIS OF BEARINGS
 THE SOUTH RIGHT-OF-WAY LINE OF FIR STREET ON THE NORTH LINE OF BLOCK 47 OF MATTICE & GIBSON'S ADDITION FILED FOR RECORD ON NOVEMBER 10, 1899 AT RECEPTION NUMBER 95215 IN BOOK 13 PAGE 17 IN THE RECORDS OF THE PUEBLO COUNTY RECORDER TO BEAR S87°22'56\"/>

THIS ILLUSTRATION DOES NOT REPRESENT A MONUMENTED SURVEY. IT IS INTENDED ONLY TO DEPICT THE ATTACHED DESCRIPTION.

POINT OF BEGINNING



SURVEYOR'S NAME
ADDRESS
SEAL, DATE, & SIGNATURE

Illustration for
"Exhibit A"