CLEAR FORM

EASEMENT CHECKLIST

(Risk Mitigation and Policy Compliance)

All documentation relied upon to approve the transaction must be maintained in the campus project file. Authority to negotiate, approve and execute real estate related documents is subject to compliance with all UC policies and appropriate Delegations of Authority.

CAMPUS: USER DEPARTMENT/UNIT: _____

EASEMENT LOCATION: _____

THE REGENTS AS:

Grantor (i.e.. servient tenement) _____
Grantee (i.e., dominant tenement) _____
Other (specify) _____

EVALUATION & AUTHORIZATION	Done	Not Appl.	Date Completed (mo/day/yr)
A. FINANCIAL			
1. Confirmation of budgetary authority to acquire easement (appropriate campus form/letter documenting internal approval and budget)	___	___	_____
2. Appraisal of easement value prepared confirming price or cost to UC (documented opinion of value consistent with *Lease Market Comparison Analysis* guideline)	___	___	_____
3. Accommodation fee included for small value easements where UC is Grantor	___	___	_____
B. PHYSICAL			
1. Campus Planning has determined that the easement is consistent with the LRDP (for UC as grantor, the location of the easement is not likely to conflict with any foreseeable use of the property by UC)	___	___	_____
2. EH&S review for public safety considerations depending on type and location of use	___	___	_____
3. A definitive legal description of the easement area is an exhibit to the easement (metes and bounds description by licensed surveyor/equivalent of the permanent and temporary [construction] areas comprising the easement)			
4. For UC as Grantor, Grantee to be responsible for any damage to property	___	___	_____
C. UC POLICY			
1. For UC as Grantor, it is confirmed that a fee interest is not being transferred	___	___	_____
2. Campus Risk Management reviewed and approved indemnity and insurance provisions	___	___	_____
3. Records retention requirements satisfied consistent with BFB RMP-2 (for any recorded easement, copies are to be provided to UC Secretary & Chief of Staff and to and RESS)	___	___	_____
D. LEGAL REQUIREMENT/REVIEW			
1. Public Contract Code compliance confirmed per Facilities Manual	___	___	_____
2. For UC as Grantor, easement is relocatable and terminable for nonuse (UC easement form provides for these rights which should be maintained regardless of form used)	___	___	_____
3. For UC as Grantor, easement is non-exclusive and preserve UC rights to extent feasible)			
4. Easement is (a) on standard form or (b) approved as to legal form by OGC (required for any easement whether UC is Grantor or Grantee)	___	___	_____
5. CEQA compliance affirmed per Facilities Manual and campus planner consulted (all appropriate CEQA documentation completed, approved and filed)	___	___	_____

_____ _____

Certification of Campus Official (with delegated easement approval authority) — Date