

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