



## INSTRUCTIONS FOR RECORDING EASEMENT & OTHER DOCUMENTS

1. Use the appropriate easement template for public infrastructure or other facilities requiring easements by separate instrument. This should be provided by the Engineering Department.
2. Do not alter easement language. Alteration of easement language without Town consent is subject to review by Town Attorney. Fees associated with said review will be passed onto the developer and must be paid prior to receiving Town signatures.
3. To create an Easement Application please visit the ([Self-Service Portal](#)) to have your easement and/or other document reviewed by our Engineering Department. Through this portal you may upload your Easement documents (written legal description and depiction/drawing as Exhibit "A") for review. If you have not created a log in/account, you will need to do so for your easement to be reviewed and accepted. For instructions on how to create a user account please visit ([Create User Accounts](#)). If you have any questions regarding this process please reach out to Evelyn Mendez at (945)234-1920 or [emendez@prospertx.gov](mailto:emendez@prospertx.gov).
4. Once the document has been approved by Town Staff and payment has been made through our Self-Service Portal, print out a hard copy and obtain the appropriate signature(s) and notarization(s). Attach an original signed/sealed survey with the written legal description and the depiction/drawing as Exhibit "A".
5. Fill out the attached Easement Application completely and return with signed easement documents to the Engineering Department located at 250 W. First Street, Prosper, TX 75078. We are located on the 2nd Floor.
6. Easement documents shall be processed by the Town including signatures by the Town Manager. Please allow **ten business days** for processing and recording easements through the Town.
7. The Town uses the online recording service ([Simplifile](#)). The Simplifile process is intended to help expedite the overall recording process. The Town shall be responsible for recording all easement documents once payment and executed document has been provided.
8. When the document is fully executed, it will be recorded via Simplifile service at Collin/Denton County Clerk's Office and an electronic stamped copy will be emailed to the recipient(s) as indicated on the application.
9. For questions regarding **document preparation only**, please contact Anne Pappas at (972) 569-1104 or [apappas@prospertx.gov](mailto:apappas@prospertx.gov).