



Attention: NBU Real Estate Services

**REQUIREMENTS FOR NBU DEVELOPER-DRIVEN EASEMENT SURVEYS**

Submit the following packet to NBU Real Estate Services, 355 FM 306, New Braunfels, TX 78130, or **Easement@nbutexas.com**.

1. **CURRENT TITLE OWNERSHIP:** NBU requires a current title report from a title company; this report should include the vesting deed, voluntary liens, involuntary liens, and tax status information.
2. **INDIVIDUAL PROPERTY OWNERS, PARTNERSHIPS, CORPORATIONS, TRUSTS, ORGANIZATION, DEVELOPERS, LENDERS, AND DOCUMENTATION REGARDING ANY LIEN HOLDERS IF APPLICABLE:**
  - A. If the owner is a legal entity, commercial documentation will be needed showing how the organization was established, along with signatory information.
  - B. NBU will need the developer's name and signatory information to create a legal document.
  - C. If there is a lien against the property, the lender must sign the easement document, subordinating its lien to the NBU easement. NBU will need the lender's name and signatory information. Any cost or charges related to lienholder subordination will be the responsibility of the developer.
3. **METES AND BOUNDS AND SKETCH OF EASEMENT:**
  - A. Provide a digital copy of a metes and bounds description and a separate sketch of the easement, both signed and sealed by a Registered Professional Land Surveyor on letter size (8 1/2" x 11") or legal size (8 1/2" x 14") paper.
  - B. The easement sketch should include the following:
    - All improvements and existing easements within the easement area and up to 5' therefrom.
    - The owner's name, size of the parent tract, and the vesting deed's recording information within its boundaries
    - The owner's name, size of the parent tract, and the vesting deed's recording information for all properties adjacent to the proposed easement within their boundaries
    - The legal description of the parent tract within its boundaries.
  - C. If the easement is within a recorded subdivision, include the subdivision name and recording information of the subdivision plat on the plat and field notes.
  - D. Include a simple location map in black and white at the top corner of the page that shows an approximate location of the proposed easement.
  - E. Include an arrow on the plat to indicate North, pointing to the top of the page.
  - F. In the Field Notes heading, include the amount of acreage and square footage, as shown below:

Example 1:

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FIELD NOTES  
for a 0.077 Acre (3,354 square foot)  
(20-Foot Permanent Electric Easement)

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Example 2:

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FIELD NOTES  
for a 0.077 Acre (3,354 square foot)  
(20-Foot Utility Easement)

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4. **CLOSURE REPORT:** A closure report must accompany all Plat and Field Notes to ensure accuracy.

**NOTE:**

- A. Incomplete packages cannot be accepted.
- B. **ALL EASEMENT DOCUMENTS** are to be prepared and reviewed by NBU Real Estate Services staff before being filed for public record.
- C. If there are any change requests to the legal document, a redlined version of the original legal document template will need to be reviewed and approved by NBU Legal prior to acceptance.