

CCLD: OM-6	Easements	
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Purpose and Scope

To identify procedure of easements.

1. General

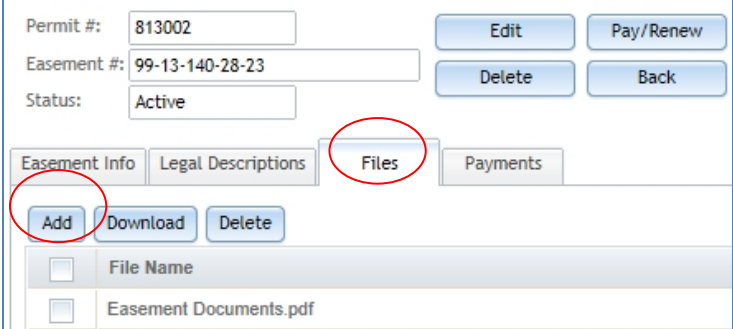
- 1) Land commissioner receives all easement requests and processes easement (see LM-1 for Easement procedure).
- 2) When an easement is completed, file is given to person responsible for entering easement into TMS database.

2. Creating New Easement in TSM

- 1) From the Miscellaneous menu, choose Easement/Leases
- 2) Press the New Easement/Lease Button. A permit # is automatically generated starting with the number 8.
- 3) Enter Easement Number
- 4) Enter general information on the Easement info tab
- 5) Enter legal description, acres, and school district under the Legal Description so payments can be portioned to the correct township and school district
- 6) Open the files tab and press the Add button (see example) 
- 7) Select correct file to upload and select the open button

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- 8) Select Save when all information is entered
- 9) Send Permit # to MIS department so the easement can be linked to the parcel mapping



Permit #: 813002 Edit Pay/Renew

Easement #: 99-13-140-28-23 Delete Back

Status: Active

Easement Info Legal Descriptions **Files** Payments

Add Download Delete

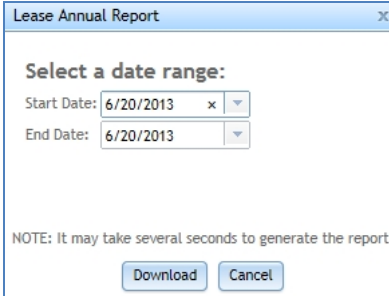
<input type="checkbox"/>	File Name
<input type="checkbox"/>	Easement Documents.pdf

3. Searching for an Easement

- 1) Search for the Easement by checking the appropriate box next to how you want to search (permit #, grantee, active, township or range). Then select search.
- 2) When correct Easement is found select the View button on left hand side
- 3) To view files, select the files tab. Check the box next to the file you want to view and select download

4. Printing Annual Lease Report

- 1) From the Miscellaneous menu, choose the Lease Annual Report
- 2) Enter the start date and the end date
- 3) Review the report showing income received



Lease Annual Report

Select a date range:

Start Date: 6/20/2013 x

End Date: 6/20/2013

NOTE: It may take several seconds to generate the report.

Download Cancel

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***For payment on an Easement/Lease see OM-2 (2/d)**