



## Loudoun County Sanitation Authority

### "LCSA ONLY" EASEMENT PROCESSING REQUEST

Please complete this request and attach it to your easement package (see submission requirements below). A separate form must accompany each easement document. If additional space is required, please attach a separate sheet. Please allow 10-15 business days for review.

*PLEASE PRINT*

LCSA Project ID Number: \_\_\_\_\_  
 Complete Project Name: \_\_\_\_\_

*Please check the appropriate box indicating the type of submission:*

- Review and approval of draft deed and easement plat (must occur prior to submission of deed execution package)  
 Deed execution

Submitter's Name: \_\_\_\_\_  
 Submitter's Telephone Number: \_\_\_\_\_  
 Submitter's E-Mail Address: \_\_\_\_\_

You will be notified by E-Mail when your executed deed is ready for pickup. If you prefer to be notified by phone, please check here

### Submission Requirements Checklist

The following items must be included in your submission package. **INCLUDE ONLY THOSE ITEMS LISTED.** Submission of additional items will result in the package being returned without processing.

#### Deed Review Package

- Completed Processing Request form
- One copy of the draft deed
- One copy of the draft plat
- One copy of the Title Report for each PIN Number that is subject to the easement(s)

#### Deed Execution Package

- Completed Processing Request form
- Original Deed, with all signatures except LCSA
- Minimum of three (3) copies of the easement plat, with the most recent revision date and surveyor's seal and signature

LCSA is sensitive to the importance of obtaining executed deeds in a timely fashion and makes every effort to process these requests as expeditiously as possible. However, please keep in mind that delays do occur. Please allow a minimum of 5 business days for the processing of your request.