



PRINCE  
WILLIAM  
WATER

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# PRINCE WILLIAM WATER PROCEDURES FOR DEED & PLAT REVIEW/SIGNATURE

Prince William Water's review and signature procedure for public water or sanitary sewer easements is contingent upon the applicant's submission of accurate and complete documentation. The following outlines the steps and requirements.

## Deed Preparation:

- To expedite approval, ensure the deed contains the applicable sections and language verbatim from the Prince William Water Omnibus Deed of Easement. No alterations or edits may be made to the standard easement requirements. Applicable sections pertaining to the type of grant or vacation must be included in the deed and must be in conformance with the Omnibus. All deeds must contain the "Miscellaneous" conditions. The naming convention for Prince William Water as presented in the Omnibus is specific and must be used to ensure the validity of the conveyance or vacation.
- Please see the Prince William Water website <https://princewilliamwater.org/do-business-with-us/developers/easements-agreements-bond-documents> for the latest Water and Sewer Omnibus easement template and Omnibus Easement Preparation Guidelines.

## Submittal Requirements:

The following items are required for submittal of a deed and plat for review and signature:

1. Owner signed deed (pdf or hardcopy).
2. Surveyor signed plat (pdf or hardcopy). Draft plats will **NOT** be accepted.
3. Transmittal with a contact email and phone number (for hardcopy submittals only).

These items will be reviewed to ensure:

- Deed language is in conformance with the Prince William Water Omnibus Deed of Easement.

- Plat conforms with the plat that was approved in accordance with the respective plan.
- Dedications and vacations are complete and accurate as shown on the plat.
- Conformance with the labels and callouts used on the plat to the references in the deed.
- Dates on the deed align with those on the plat.

### Submittal Process:

- Once the documentation is finalized, email pdfs of the deed and the plat to [utilityservices@pwwater.org](mailto:utilityservices@pwwater.org). The subject line should read as follows:
- “Deed and Plat for Signature for [plan name and plan number]”; OR –
- Send a hard copy of the deed and the plat to the following address:  
  
Prince William Water  
Attn: Utility Services  
4 County Complex Court  
Woodbridge, VA 22192
- Include a transmittal with the plan name and number and indicate the purpose (i.e., a deed and plat for signature) along with a contact email address and phone number.
- The Utility Services group will route the deed and plat for review and any comments will be returned to the applicant via email. Once all comments are addressed, the applicant must resubmit the items to [utilityservices@pwwater.org](mailto:utilityservices@pwwater.org). When all items are addressed and all meet Prince William Water requirements, they will be printed and routed for signature and notarization.

### Receipt / Pick-Up of Signed and Notarized Deeds:

- Once the documents are signed by the Director of Engineering and Planning and notarized, the applicant will be notified that they are available for pick-up. The applicant may pick up the documents at the Prince William Water Utility Services office located at 4 County Complex Court, Woodbridge, VA 22192.



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