



GUAM POWER AUTHORITY Standard Operating Procedure	No. *SOP-137	Issued: 11/10/05
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Title: GUIDELINES FOR SECURING GPA EASEMENTS	Approved By: 	Joaquin C. Flores, P.E. General Manager
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1.0 PURPOSE

This Standard Operating Procedure provides guidelines for the preparation of GPA Easement Exhibits and the acquisition of Real Property for the installation of GPA facilities (overhead and underground) on or over private and government owned real property.

2.0 SCOPE

This procedure shall apply to acquisitions of real property for GPA use. The Engineering Division shall be the lead Division for the acquisition of Real Property.

3.0 OBJECTIVE

The primary objective is to ensure the Authority has legal authorization to install, construct, and maintain, GPA-owned electrical facilities over, under, and on private and government property and to ensure that GPA easements comply with the recording requirements of the Department of Land Management.

4.0 DEFINITIONS

4.1 Owner

Owner of record registered with the Department of Land Management (DLM), or Superior Court of Guam.

4.2 Property Map

Survey map recorded with the Department of Land Management.

4.3 GPA Easement

A grant by the owner of a lot to allow the Authority to place facilities over, under and on real property for the sole purpose of delivering electrical service.

4.4 Surveyor

A Professional Land Surveyor licensed to do business on Guam and registered with the Professional Engineers and Land Surveyors board.

5.0 PROCEDURE

- 5.1 The Project Engineer shall request an approved and registered DLM property map of the project site from the customer or Real Estate Section for design and easement purposes.
- 5.2 The Project Engineer shall notate the type of easement required on the work order or request. (Aerial, General, Temporary, Down-Guy, etc.) and forward the work order and design to the survey crew.
- 5.3 The Surveyor Supervisor shall review the design and determine if any additional documentation is required prior to scheduling the field work. The Surveyor Supervisor or Survey Crew leader will advise Real Estate Section or Project Engineer of any additional requirements.
- 5.4 When the required data is received, the stake-out is completed and the Survey crew has provided the survey data, the Surveyor Supervisor and/or the survey crew shall prepare the GPA easement exhibit(s).
- 5.5 Easement Exhibit preparation shall be performed using the following guidelines:
 - 5.5.1 The easement exhibit should be prepared using a standard approved title block that includes the legal description, work order number, project engineer initials, project name and GPA logo.
 - 5.5.2 The easement shall contain the Exhibit "A" marking, proper scale, north arrow, easement dimensions, document number or LM/FY number of the reference survey map.
 - 5.5.3 Use of a professional land surveyor's map for the easement exhibit is authorized provided the survey map is recorded at the Department of Land Management with the recording stamp and document number.
 - 5.5.4 If use of a copy of a recorded real property survey map is necessary, avoid revealing the registered survey stamp and surveyor signature.
 - 5.5.5 Use of an easement exhibit with the Surveyor stamp and signature must be approved and authorized by the Surveyor.
 - 5.5.6 Easement exhibits should be prepared on 8 ½ x 14 legal or 11 x 17 size paper.

- 5.5.7 Easements shall be indicated by centerline and widths shall be centerline offsets. All easements shall be indicated with dash lines and not solid lines. (Solid lines indicate property acquisition.)
- 5.5.8 Easement widths shall be a minimum of ten feet wide.
- 5.5.9 Easements shall be "tied in" to the property over which they pass by metes and bounds descriptions from the easement centerline to the boundary.
- 5.5.10 Easement description blocks shall indicate line, bearing and length.
- 5.6 Easement exhibit verification and approval:
 - 5.6.1 Easement exhibits prepared by an outside party must be submitted to Customer Services Engineering Survey Section for review and approval.
 - 5.6.2 Approved exhibits are then submitted to Real Estate Support Section for final review, approval and document preparation.
- 5.7 Easement acquisition for facilities within Chamorro Land Trust Commission properties:
 - 5.7.1 Upon final preparation of the proposed easement exhibit, the Survey Supervisor or Crew Leader shall forward the exhibit to the Real Estate Section to prepare the CLTC/GPA Easement Concurrence form.
 - 5.7.2 The Real Estate section shall submit the completed form to the CLTC for review and approval.
 - 5.7.3 The Real Estate section shall inform the Project Engineer of CLTC approval.
- 5.8 Easement acquisition for private properties and government properties other than CLTC properties:
 - 5.8.1 Ownership determination and verification will be performed by the Real Estate section using real property data from the DLM, Superior Court of Guam and the Department of Revenue & Taxation.
 - 5.8.2 Real Estate Section or Project Engineer shall prepare the easement document utilizing the latest easement version that includes the recorder's block.
 - 5.8.3 Easements must be acknowledged and notarized prior to being recorded at DLM.

- 5.8.4 The property owner or authorized representative must sign the document in the space provided.
- 5.8.5 The Real Estate section shall determine if the easement is acceptable. (Signatures, owner, authorized representative, etc.)
- 5.8.6 The final easement will be recorded at the Department of Land Management.

5.9 Storage of Data

- 5.9.1 Upon receipt of a recorded copy from the DLM, the Real Estate section shall electronically store the easement data in PDF file format with an instrument number that is consistent with DLM's filing system. The data shall be stored in an appropriate folder/file accessible to the Engineering staff. (real estate storage server on network)
- 5.9.2 The Real Estate section shall make easements retrievable with specified search parameters in Microsoft Access database. (real estate storage server on network) The search parameters shall include:
 - 1. GPA Work Order Number
 - 2. CLTC Number
 - 3. Lot Number
 - 4. Owner Name
 - 5. Instrument Number
 - 6. Project Engineer