

**Instructions to Preparing Attorney  
Deed of Easement for Sidewalk Purposes**

The following are instructions to the drafting attorney for preparation of the form Deed of Easement for Sidewalk Purposes (the “Sidewalk Easement”) in accordance with the requirements of the City of Raleigh.

This Sidewalk Easement must be recorded immediately after recording of the subdivision plat and must be the first encumbrance against the subdivided Property, with priority granted only to other easements required by the City of Raleigh. Any mortgages, non-governmental liens, or deeds of trust against the Property must be subordinated to this Sidewalk Easement.

**Preparation of this form may be deemed to be the practice of law in the State of North Carolina and should only be performed by an attorney licensed to practice in the State of North Carolina.**

Before preparing this form, you should have copies of all approval documents issued for the proposed development by the City of Raleigh. These approval documents may list additional conditions of approval that must be satisfied prior to authorization to record lots or issuance of permits for the project. Once completed, submit the completed Sidewalk Easement with copies of any map that will be recorded and serve as the property description for this instrument to the City at [LegalDocumentReview@raleighnc.gov](mailto:LegalDocumentReview@raleighnc.gov) for review by City staff prior to execution.

The instructions below are numbered in accordance with the areas in the Sidewalk Easement requiring customization for each individual project. All fields must be filled out and none should be left blank or with the reference number remaining. The terms in this instructions document shall bear the same meaning as defined in the Sidewalk Easement.

- [1] Name of attorney (or law firm) preparing this form for submission to the City for review.
- [2] Wake County Tax Property Identification Number.
- [3] City of Raleigh Project ID Number. Typically starts with S, SP, Z, SR or R.
- [4] Legal name of Grantor, which should match name of owner in property records and in deed conveying property to Grantor.
- [5] State of legal formation of Grantor.
- [6] Type of legal entity of Grantor.
- [7] Insert “X” in the appropriate box to describe the status of the Property. Please “blank” the other box.
- [8] Print name and title of individual signing on behalf of Grantor. The individual signing the Sidewalk Easement on behalf of Grantor must be authorized to bind the Property to the terms of the instrument.
- [9] Insert legal name of trustee on deed of trust to be subordinated to Sidewalk Easement, if applicable. Multiple subordination pages must be utilized if multiple deeds of trust, mortgages, or liens must be subordinated. If not applicable, indicate “N/A” in this field.
- [10] Insert legal name of beneficiary on deed of trust to be subordinated to Sidewalk Easement. If not applicable, indicate “N/A” in this field.

**[11]** Insert deed book and page information for deed of trust being subordinated to Sidewalk Easement. If not applicable, indicate “N/A” in this field.

**[12]** Insert full name of attorney (as licensed) and NC State Bar identification number for the attorney that prepared this Sidewalk Easement form.

**[13]** Insert full name of surveyor (as licensed) that prepared the plat dedicating the subject easement.

**[14]** Insert the name of the plat as titled on the plat dedicating the subject easement.

**[15]** Insert date of the plat dedicating the subject easement.

Upon approval of the form by City staff, the instrument may be executed and recorded. Prior to recording, the date should be inserted by the Grantor or their attorney and the book/page recording information for the Plat must be inserted in the Sidewalk Easement by the attorney recording the instrument.

Instrument prepared by: \_\_\_\_\_  
*[Utilizing City of Raleigh Form Instrument]*

Brief description for index: Sidewalk Easement  
Property: \_\_\_\_\_  
City Project ID: \_\_\_\_\_

Mail after recording to: City of Raleigh  
Development Engineering Manager  
Development Services Department  
P.O. Box 590  
Raleigh, NC 27602

**DEED OF EASEMENT FOR SIDEWALK PURPOSES**

This Deed of Easement for Sidewalk Purposes (this “Sidewalk Easement”) is made and executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_, a \_\_\_\_\_ (the “Grantor”) to the City of Raleigh, a North Carolina municipal corporation, with a mailing address of PO Box 590, Raleigh, NC 27602 (the “City”).

Grantor warrants that it is the owner of the property (the “Property”) described in the plat recorded at Book of Maps \_\_\_\_\_, Page \_\_\_\_\_, Wake County Registry (the “Plat”), that it is vested of the premises in fee simple, and that the premises are free from encumbrances except as expressly stated within this instrument.

For valuable consideration, the receipt of which is hereby acknowledged by Grantor, which may include permitting and approvals of the City for development activity on the Property, and in further consideration of the mutual covenants and terms, conditions and restrictions hereinafter set forth, the Grantor hereby gives, grants, bargains and conveys unto the City, its successors and assigns, in perpetuity, the right, privilege and easement, now and hereafter, to construct, improve, reconstruct, replace, inspect, repair, maintain, and use for public sidewalk purposes, including related and customary uses of sidewalk right-of-way such as curb and gutter, bike path, sanitary sewer, storm drainage, water supply, cable television, fiber-optic, electric power and telephone transmission purposes in, upon and across the Property, the area subject to this easement being more particularly identified and described in Exhibit A, attached hereto and incorporated herein by reference.

THE PROPERTY HEREIN DESCRIBED AND CONVEYED IS: (choose one)

[ \_\_\_\_\_ ] Located on a parcel that includes the Grantor's primary residence, but the Grantor's primary residence is not a property interest being conveyed; or

[ \_\_\_\_\_ ] Does not include a primary residence.

**Subordination**

[Any existing deeds of trust, mortgages, or liens encumbering the Property, other than property tax liens for the current tax year or governmental improvement assessment liens, must be subordinated to this Sidewalk Easement. Such encumbrances must be listed and the Sidewalk Easement must be executed by the beneficiary and trustee, mortgagee, or lien holder to evidence such subordination.]

GRANTOR REPRESENTS THAT NO SUPERIOR DEEDS OF TRUST, MORTGAGES, OR LIENS (OTHER THAN PROPERTY TAX LIENS FOR THE CURRENT TAX YEAR OR GOVERNMENTAL IMPROVEMENT ASSESSMENT LIENS) ENCUMBER OR AFFECT THE PROPERTY AT THE TIME OF THE EXECUTION AND RECORDING OF THIS SIDEWALK EASEMENT, OR THAT IF ANY OF THE FOREGOING EXIST, THEY SHALL BE SUBORDINATE TO THIS SIDEWALK EASEMENT THROUGH THE SUBORDINATION LANGUAGE HEREIN.

Grantor acknowledges that the City is acting in reliance on Grantor's authority to enter into this Sidewalk Easement and the terms, conditions, obligations, and restrictions imposed herein in its authorization to either subdivide the Property or in the issuance of any permits or development approvals associated with any construction of improvements on the Property and that the City may suffer irreparable harm from the violation of the terms established herein.

TO HAVE AND TO HOLD the terms, conditions, obligations and restrictions imposed herein shall be binding upon the Grantor, its successors and assigns, and shall continue as a servitude running with the land in perpetuity. Grantor covenants that it is vested of the Property in fee simple, has the right to convey the same in fee simple, that the Property is free from encumbrances except as herein stated or subordinated herein, and that Grantor will warrant and defend such title to the same against claims of all persons. This Sidewalk Easement shall not divest the Grantor of any rights or interests in its Property not herein mentioned.

*[Signature pages follow this page]*

**[Grantor Signature Page]**

IN WITNESS WHEREOF, Grantor hereby executes this Sidewalk Easement under seal as of the day and year first above written.

GRANTOR:

\_\_\_\_\_

By: \_\_\_\_\_ (SEAL)

Name: \_\_\_\_\_

Its: \_\_\_\_\_ (Title)

NORTH CAROLINA

WAKE COUNTY

GRANTOR  
ACKNOWLEDGMENT

I certify that the following person personally appeared before me this day and acknowledged to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: \_\_\_\_\_  
(Print name of signatory in blank)

Date: \_\_\_\_\_

My Commission Expires:

Print Name: \_\_\_\_\_

[Affix Notary Stamp or Seal]

**APPROVED FOR RECORDING:**  
DEVELOPMENT SERVICES DEPARTMENT

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

*[Subordination signature page follow this page.]*

**[Subordination Signature Page]**

\_\_\_\_\_, as Trustee, and \_\_\_\_\_, as Beneficiary, under that certain Deed of Trust recorded in Book \_\_\_\_\_, Page \_\_\_\_\_ Wake County Registry, North Carolina, join in this Sidewalk Easement for the sole purpose of expressing their consent hereto and of binding, subjecting and subordinating said Deed of Trust and their interest in the Property to the terms, covenants and conditions of this Sidewalk Easement.

TRUSTEE:

\_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_ (Title)

BENEFICIARY:

\_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_ (Title)

*[Notary acknowledgments for the Trustee and Beneficiary follow this page.]*

NORTH CAROLINA

WAKE COUNTY

TRUSTEE  
ACKNOWLEDGMENT

I certify that the following person personally appeared before me this day and acknowledged to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: \_\_\_\_\_

(Print name of signatory in blank)

Date: \_\_\_\_\_

My Commission Expires:

Print Name: \_\_\_\_\_

[Affix Notary Stamp or Seal]

NORTH CAROLINA

WAKE COUNTY

BENEFICIARY  
ACKNOWLEDGMENT

I certify that the following person personally appeared before me this day and acknowledged to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: \_\_\_\_\_

(Print name of signatory in blank)

Date: \_\_\_\_\_

My Commission Expires:

Print Name: \_\_\_\_\_

[Affix Notary Stamp or Seal]

**Attorney Certification:**

I, \_\_\_\_\_, an attorney licensed to practice law in the State of North Carolina, certify to the City of Raleigh that this Sidewalk Easement has been prepared in accordance with the instructions provided by the City of Raleigh, that I am familiar with the requirements of any development approvals of the City of Raleigh associated with this Sidewalk Easement and have prepared this instrument in accordance with such requirements.

\_\_\_\_\_  
Attorney at Law

NC Bar #: \_\_\_\_\_



**EXHIBIT A**

Those sidewalk easement areas specifically enumerated herein located in, upon, and across the property of the Grantor, and being more specifically identified and described on a plat prepared by \_\_\_\_\_, entitled “\_\_\_\_\_” dated \_\_\_\_\_, and recorded in Book of Maps \_\_\_\_\_, Pages \_\_\_\_\_, Wake County Registry.