Private Fire Line Service Agreement Checklist

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- Executed Private Fire Line Service Agreement reflecting the authorized signatory for the property owner/company. (Original required)

- Fill in blanks on the agreement with the correct ownership, address, and legal description.

- Notarized acknowledgment reflecting the authorized signatory for the owner/company. (Original required)

- Exhibit reflecting location of the dedicated fire line labeled as "Exhibit A" IF dedicating by plat

- If dedicating the waterline easement by separate instrument, please request the water line easement template and label the exhibit as "Exhibit 1"

- Waterline Easement by separate instrument - Include executed easement document reflecting authorized signatory for the owner/company and notarized acknowledgment reflecting the same signatory. (Original required)

**INSTRUCTIONS:**

1. Please deliver the original documents to: 2nd Floor CIP - Real Estate 825 W. Irving Blvd. Irving, TX 75060

2. CIP/Real Estate Services **WILL NOT** process the Private Fire Line Service Agreement/Easements until all applicable items in the checklist are submitted and completed in full.

3. CIP/Real Estate Services reserves the right to have changes to the plans per City of Irving Ordinances, City of Irving Standard Details, and City of Irving Specifications.

4. Any questions can be directed to jugarcia@cityofirving.org (972) 721-4689