

Easement Checklist

If an Easement is being filed on a piece of land which is NOT being dedicated, the following documentation is required prior to the Town Board acceptance:

1. **Metes and Bounds description(s) of the Easement** (signed & sealed) – prepared by a surveyor licensed in the State of New York;
2. **Accurate survey of the Easement** (signed & sealed) – showing metes and bounds of the easement area;
3. **Signed and notarized Easement language** – to be verified by staff before filing with Suffolk County Clerk’s office after Town Board acceptance;
4. **TP-584 Form: Combined Real Estate Transfer Tax Return** – Completed with original signature https://www.tax.ny.gov/pdf/current_forms/property/tp584_fill_in.pdf

- * Please note that the owner’s address cannot be a P.O. Box on the TP-584.
- * Please ensure that all printed matter is legible on all forms. If any text is deemed unreadable due to any notary stamp bleeding through the page, the form will be rejected.
- * BLACK INK ONLY
- * ALL FORMS TO BE NOTARIZED