Monroe County Register of Deeds Recording Requirements:

1. Signatures must be original and names must be typed, stamped or printed beneath all written signatures.
2. No discrepancy in the names shall exist between the printed name of such person, as appears either in the body of the instrument, the signature, the acknowledgement or jurat.
3. The name and address of the person who drafted the document must appear on the documents executed in Michigan.
4. Documents purporting to convey or encumber real estate executed in Michigan require an acknowledgement by a judge, clerk of a court of record or a notary public within this state.
5. A certified copy of the death certificate or proof of death must be recorded or have been recorded and referenced by Liber and Page on said document when “survivor” is indicated on the document.
6. Court orders must be certified and sealed by the clerk of the court.
7. The document submitted for recording must be legible.
8. Documents must have a margin of unprinted space at least 2-1/2 inches at the top of the first page and at least ½ inch on all remaining sides of the page.
9. Documents must display on the first line of print on the first page, a single statement identifying the recordable event that the instrument evidences.
10. The type on the form must be printed with black ink; type size at least 10-point type.
11. The paper on which the document is printed must be white and not less than 20-pound weight.
12. The size of the document and any attachment thereto must be at least 8-1/2 inches; at most 8-1/2 inches by 14 inches.

DRAINAGE EASEMENT

For NO MONETARY CONSIDERATION, _____, a _____, (Grantor), of _____, do hereby grant, convey and dedicate to the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF MONROE, a Municipal Corporation, organized under the laws of the State of Michigan, with offices at 840 South Telegraph Road, Monroe, MI (Grantee), its successors and assigns, an exclusive perpetual _____ easement for drainage purposes, including the construction and maintenance of culverts, manholes, catch basins, storm sewers and drainage ditches, together with all appurtenances as determined reasonable by the Grantee incident thereto in, over, under and upon the parcel of land, including but not limited to the right to enter upon the land for construction, maintenance and repair of such drainage system and to remove any material or objects as determined reasonable by the Grantee incident thereto, which land is situated in the Township of _____, Monroe County, Michigan, and described as follows, to-wit:

See Exhibit "A", consisting of _____

IN WITNESS WHEREOF, I have hereunto set my hand and seal this _____ day of _____, 20____

Grantor(s):

_____	_____
Signature, Property Owner	Signature, Property Owner
_____	_____
Print name	Print name
_____	_____
Organization & Title	Organization & Title

STATE OF MICHIGAN)
)ss
COUNTY OF MONROE)

On this _____day of _____, 20____, _____

_____, personally appeared before me and are known to be the person(s) who executed the foregoing release and severally acknowledged the same to be their (her/his) free act and deed.

_____
Sign name Notary Public
_____
Print name
Monroe County, Michigan
My commission expires_____

Rev. 05-25-2011

BOARD OF COUNTY ROAD COMMISSIONERS
MONROE, MICHIGAN

_____
Paul Iacoangeli, Chairman

_____
Dan Minton, Vice Chairman

_____
Charles A. Londo, Member

_____
Greg W. Stewart, Member

_____
Jack Thayer, Member

STATE OF MICHIGAN)
)ss
COUNTY OF MONROE)

On this _____ day of _____, 20____, _____

_____, personally appeared before me and are known to be the person(s) who executed the foregoing release and severally acknowledged the same to be their (her/his) free act and deed, all are board members of the Monroe County Road Commission.

_____
Sign name Notary Public

_____
Print name
Monroe County, Michigan
My commission expires_____

Author:
Name _____
Address _____
_____

When recorded please return to:
Monroe County Road Commission
840 S. Telegraph Rd.
Monroe, MI 48161
Telephone: (734) 240-5102