

PSEG LONG ISLAND EASEMENT REQUIREMENTS AND PROCESS

An easement is required for all PSEG Long island equipment and facilities installed on private property. No field work can be performed by PSEG Long Island until the easement is executed and filed. It is the responsibility of the project applicant (or authorized representative/developer) to prepare the easement documents and present them to PSEG Long Island for review and approval. Based on the proposed location of the facilities the Applicant shall determine property ownership plus associated encumbrances (such as mortgages and liens) and obtain required survey information that need to be identified in the easement. The Applicant shall develop the easement document and attachments and deliver the signed agreement to PSEG Long Island. Easement can be Underground, Overhead, RUD, or CIPUD. The process usually takes about 3 months.

The steps in the process are outlined as follows:

1. The approved Project One-Line / Three-Line diagram will identify the components required for the interconnection.
2. PSEG Long Island will meet with Applicant/Developer in field to discuss project parameters and to start design process. The requirements of Easements will be identified during the field meeting.
3. If Easement already exists, Applicant/Developer shall provide a certified copy of existing easement and survey map filed with the county. PSEG Long Island will review existing easement to ensure the compliance for new equipment installation.
4. Immediately after the Field Meeting, PSEG Long Island will schedule a meeting or conference call with the Owner of the Property, the Applicant/Developer, to discuss the Easement requirements and the documentation necessary to complete processing the Easement.
5. Applicant / Developer shall complete the required easement documents and deliver the hard copies to PSEG Long Island.
6. The following easement documents must be delivered to PSEG Long Island
 - a. Easement Information Request Form (2 original copies mailed to PSEG Long island) (*Form attached below*)
 - b. Survey Map depicting the easement area by a licensed surveyor for the cable and transformer and/or any LIPA electric facilities location. (2 original copies signed and sealed mailed to PSEG Long island)
 - c. Legal Written Description by a licensed surveyor for example Metes and Bounds of said Easement Area.(2 original copies signed and sealed mailed to PSEG Long island)
 - d. Copy of DEED from Property Owner.
 - e. Mortgage information if any,
 - i. Mortgage Information from Owner of Property. (All mortgages)
 - ii. Satisfaction of Loan proof, if mortgage is paid in full.
7. PSEG Long Island will review the documentation and request revision where required. It is important that responses are timely to avoid delays.
8. PSEG Long Island will create the formal easement agreement and send it to property owner to be signed and notarized (*Sample of formal agreement is attached below*)
9. Customer signs agreement and notarizes the agreement and returns it to PSEG Long Island. Any additions made or proposed to the formal agreement will need review and approval by PSEG Long Island Legal.
10. PSEG Long Island will review all the documents.
11. Once completed, PSEG Long Island will file Easement with the County.
12. PSEG Long Island field work will be initiated.

If there are any questions, please contact Steve Cantore at Stephen.cantore@pseg.com or (516) 545-4820

Cover Letter

Enclosed is an Easement Information Request Form. This information is needed by LIPA to obtain easements for the installation of our facilities at the above referenced property. Please complete **(Type/Print)** all the non-shaded portions of the form pertaining to owner and mortgage information using **black ink only**.

LIPA also requires a “Legal Written Description” and a copy of the survey map depicting the easement area by a licensed surveyor for the cable and transformer location. LIPA will be unable to install our electric facilities without this information.

We appreciate your taking the time to complete the enclosed form. If there are any questions, please contact Steve Cantore at Stephen.cantore@pseg.com or (516) 545-4820

LIPA/KEYSPAN EASEMENT INFORMATION REQUEST FORM

(Please Print all Information in ***Black Ink***)

1. CUSTOMER INFORMATION

FIRST NAME:	MIDDLE INITIAL	LAST NAME:
SERVICE ADDRESS:		PHONE:
VILLAGE/TOWN/CITY:	STATE: NY	ZIP CODE:

Township: Babylon Brookhaven E. Hampton* Hempstead Huntington Islip No. Hempstead Oyster Bay
(Check One) Queens Riverhead* Shelter Is.* Smthtown Southampton* Southold* Other (Please Print)
***These townships require Peconic Bay Region Community Preservation Fund forms completed and submitted with Easement**

MAILING ADDRESS:	PHONE:
VILLAGE/TOWN/CITY	STATE ZIP CODE

2. PROPERTY OWNER INFORMATION (Please use the Same Names as Indicated on the Property Deed)

Ownership: Property is held in the name of: (Check one): Corporation Partnership
 Individual Other

Identification: Provide Federal Employer Identification # or Social Security # for TP584/NYS Real Property Gains Tax Affidavit
FED ID # SS#

Provide Owner Information: If more than two owners of record, use the back of the form for additional information.

Name (Individual – *Print as name appears on owner's deed or survey*)

Name and Title of Officer of Corporation who will sign the Easement:

Current Street Address (**Do not use PO Box**):

Village/Town/City State Zip Code

Name

Current Street Address (**Do not use PO Box**)

Village/Town/City State Zip Code

Is there a filed map of property with County?	<input type="checkbox"/> Yes <input type="checkbox"/> No	PLEASE PROVIDE Copy of filed map
If yes please supply the following information.	Map Name Filed Date	Filed Number

3. SURVEY INFORMATION: Surveyor must be licensed in the State of New York.

Name of Surveyor:

Address of Surveyor:

License Number:

Telephone Number:

SURVEYOR MUST PROVIDE MAP AND LEGAL WRITTEN DESCRIPTION OF EASEMENT AREA.

For Easement Recording Purposes, You Must Attach a Deed or a Survey that meets the Following Requirements.

THE ACCEPTABLE DOCUMENT TYPES ARE:

- (1) Flat finish copy of Vellum, OR
- (2) Black Line Copy

DO NOT SEND IN THE FOLLOWING:

- (1) Blue Line Copy, OR
- (2) Glossy Vellum Copy, OR
- (3) Xerox Of Blue Line

3a. From Current Tax Bill complete the following information:

County _____

Tax District (Suffolk County Only) _____

Section _____

Block _____

Lot _____

4. MORTGAGE INFORMATION: (Obtain from the Mortgagor of the Property)

Is there a mortgage or credit line (Home Equity) Mortgage on the property? (Check One)

Yes (if yes complete 4a)

No (If No, please go to 5)

4a. Mortgage or Credit Line mortgage held by – If more than 1 Institution please print both:

Name: (1st Mortgage)

Name (2nd mortgage/home equity)

Mortgage Amount: \$

Mortgage Amount: \$

Mailing Address:

Mailing Address

City

City

State

Zip Code

State

Zip Code

Mortgage Date: / /

Recording Date: / /

Mortgage Date: / /

Recording Date: / /

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Page:

Name & Title

Name & Title

5. PROPERTY OWNER SIGNATURE

Customer Name _____

Customer Signature _____

Date Signed: _____

6. FOR COMPANY USE ONLY:

- OH ELECTRIC UG ELECTRIC GAS & ELECTRIC JOINT RUD GAS & ELECTRIC
 RUD ELECTRIC JOINT MULTIPLE DWELLING CIPUD ELECTRIC

GRID # _____ - _____ - _____ W/O REFERENCE # _____ CC# _____

DESIGNER: _____ LOCATION _____

PHONE _____ EMPLOYEE ID # _____

COMMENTS:

7. FOR SURVEY USE ONLY

TRACKING NUMBER: _____

KeySpan Energy Easement Info Request form.doc

Revision Date: 05/13/05

CIPUD
ELECTRIC

THIS INDENTURE, made the _____ day of _____, 20____, between:

The Grantor, and New York Telephone Company d/b/a **VERIZON NEW YORK, INC.**, a corporation of the State of New York, having its principal office at 1095 Avenue of the Americas, New York, N.Y., and **LONG ISLAND LIGHTING COMPANY d/b/a LIPA**, a New York Corporation having its principal office at 333 Earl Ovington Blvd., Suite 403, Uniondale, New York 11553, (hereinafter referred to as the "Grantee").

WHEREAS, the Grantor owns in fee certain land in the _____, _____, **County of SUFFOLK, State of New York, as shown on map entitled "_____"**, and filed in the Office of the Clerk of said County on _____, 19____, as Map No. _____. A copy of said map and/or legal written description, on which are now shown the location and width of the said easements and right-of-way herein granted, is attached hereto and made a part hereof as "Exhibit A"; and Grantor is constructing or intends to construct buildings on said land and desires the Grantee to extend their respective telephone gas and electric service facilities upon and throughout said land and buildings, as may be appropriate and reasonably necessary under the circumstances.

DISTRICT 0000 SECTION 000.000 BLOCK 01.00 LOT 000.000

NOW, THEREFORE, that the Grantor, in consideration of good and valuable consideration, the receipt whereof is hereby acknowledged, and intending to be legally bound, herein grants unto the Grantee and their respective successors and assigns:

FIRST: The permanent and perpetual easement, right, privilege and authority to construct, reconstruct, relocate, operate, repair, maintain and at their pleasure remove, any and all facilities, equipment, fixtures and other apparatus and appurtenances used or useful for communication and for the distribution of gas and electricity, which the Grantee may now or from time to time deem necessary, across, through, over the lots as shown on the Exhibit attached hereto, and the full length and width of the streets and highways which adjoin or which are upon said land, and the right as may be reasonably necessary under the circumstances to extend aerial drops or underground feeder lines to all buildings now or hereafter constructed upon any and all of the lots shown on the Exhibit attached hereto as such lots may hereafter be subdivided or consolidate, with the further right to trim, cut roots, or remove from time to time any trees or obstructions within the or adjacent to the easement areas, herein described as shall be reasonable necessary to keep the Grantee's facilities and equipment free from interference.

SECOND: The Grantee shall have the right to enter upon those areas described in the Exhibit attached hereto other than the areas by this grant made subject to easement, from time to time and with such people, vehicles and equipment as may be reasonably necessary to exercise the easement rights herein granted.

THIRD: The Grantee shall have the further right to attach, install, place or connect to their respective facilities in the easement areas other wires, cables or equipment for the purpose of making communications, gas and electric service available to Grantee's other consumers.

FOURTH: The Grantee shall guard adequately all excavations made pursuant to his grant and shall save harmless and indemnify the Grantor from any injury to its property, its employees or the public which may at any time occur or arise out of the negligent installation, maintenance or removal of Grantee's facilities pursuant to this grant.

FIFTH: Grantor agrees not to erect or maintain within the easement areas any building, structure or physical obstruction including trees and shrubbery, of any kind or nature whatsoever, or permit the same to be so erected or maintained, except such as the Grantee may specifically consent to in writing.

SIXTH: The Grantor covenants that it is seized of the said land, and, for itself, its successors and assigns, forever warrants its title thereto and will defend the easement and right-of-way herein granted, forever, against all lawful claims and demands. The easement and right-of-way herein granted are exclusive and shall be binding upon and inure to the benefit of the successors and assigns of the respective parties thereto.

IN WITNESS WHEREOF, the Grantor has duly caused these presents to be duly executed the day and year first above written.

Name: Property Owner

Title -

Uniform Form Certificate of Acknowledgement
State of New York)
) ss.:
County of)

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s) or the person on behalf of which the individual(s) acted, executed the instrument.

Notary Signature

Notary Stamp & Expiration Date:

Ref. No. Grid -