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Ottawa, Ontario K1G 3S4

Hydro Ottawa Limited
Hydro Ottawa limitée
hydroottawa.com

These are the typical steps to be followed to acquire a registered easement that is to be supplied by the property owner for Hydro Ottawa purposes: **Please note all requests will need to be submitted online using the Landrights Request Form.**

1. The owner shall arrange for a land survey. The survey plan shall include the necessary parts to meet Hydro Ottawa's easement requirements as determined by the project manager and/or Layout.

2. The owner/surveyor shall submit the draft survey plan to Hydro Ottawa for comments and approval by the project manager and/or records department before it is deposited.

3. The owner/surveyor shall resolve the comments with the draft survey plan to Hydro Ottawa's satisfaction.

4. The owner's surveyor shall set iron bars (if required) and arrange for the plan deposit with the Land Registry Office.

5. Hydro Ottawa will provide our Easement in Gross template for the owner's lawyer to use. Please note that Hydro Ottawa will not accept amendments to our Easement in Gross template.

   The owner/owner's lawyer shall prepare the transfer of easement document and submit it to Hydro Ottawa as a full package with the documents listed below.

   - Acknowledgement and Direction for Hydro Ottawa to sign with the legal description of the property. **The signing person will be Kevin Perez-Lau - Manager, Distribution Design**
   - Transfer easement in preparation documents
   - Hydro Ottawa Easement in Gross template (blanket or specific)

     (Legal description will need to be added to Schedule "A" by the lawyer
   - Blanket easements will require a signed blanket easement approval letter with Hydro Ottawa assets shown
   - Land Transfer Tax Statement in preparation
   - Copy of the registered survey plan

6. Hydro Ottawa shall return the signed easement documentation to the owner/owner's lawyer for registration.

7. The Owner/Owner's lawyer shall forward a copy of the registered easement to Hydro Ottawa for our records.