

PROCEDURES

EASEMENT/ GRANT DEED DEDICATION

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EASEMENT/GRANT DEED DEDICATION PROCEDURES

This pamphlet is intended as a guideline for procedures to follow when processing an easement or grant deed dedication.

1) The requirement for a dedication of an easement for roadway and public utility purposes should be required as a condition of approval.

2) If the requirement is not made during the conditional permitting phase be sure to check with the city attorney about requiring a dedication of easement through the building permit process, as this may need city council approval.

3) The city should clearly outline for the applicant the property to be dedicated.

4) The applicant shall have the legal description, deed and sketch (see attached sample) prepared by a licensed land surveyor (or engineer w/license to practice land surveying). The

legal description, deed and sketch should be submitted to the city engineer with the referenced documents (i.e., deeds or maps).

4) The city engineer shall submit the legal description, deed and sketch to the city surveyor and the city attorney for review and comment.

5) The city shall submit comments to the applicant and keep a copy for file record.

6) The applicant shall resubmit the corrected legal description, deed and sketch. The description shall be signed and sealed. The deed shall have the notarized signatures.

7) The City engineer shall prepare the Certificate of Acceptance for the City Manager's approval and signature per City Resolution No. 61-54.

8) The City Manager shall sign the Certificate of

Acceptance.

9) The City Engineer shall have the Easement or Grant Deed recorded.

10) The original recorded document shall be submitted to the City Clerk. A copy shall be made for public works department project file, R/W file and the applicant.

11) The recording information and location of grant or easement deed shall be entered into the GIS system (or the R/W file on the Deputy District Director's ACCESS computer file until the GIS system is up and running).