



## Easements by Separate Document Submittal Requirements to Public Works

February 2007

**Purpose:** This handout is a guide for Easements by Separate Document submittals. Dedication for Easements is for public right of ways, utilities, drainage, etc. Easements must be approved by City of Elk Grove Public Works Department and recorded with the County of Sacramento's Recorders office.

### Submittal Requirements:

- One (1) Legal Description of Dedicated Area
- One (1) Plat Showing Dedicated Area
- Signatures on Notarized Easement Form (see requirements hereon)
- One (1) Set of Traverse Calculations
- One (1) Title Report with Schedule B Documents (Issued within Sixty (60) Days)
  - Fee Dedication "Policy of Title Insurance"
- One (1) Current Grant Deed (Vesting Deed)
- Planning Review (see requirements hereon)
- Payment Verification Form
- Project Billing Information Form
- Letter of Authorization (if applicable)
- Deposit
  - \$500 Public Works Department
  - \$240 Planning Department

**Size:** Legal Description and Plat shall be submitted on 8-1/2" x 11" white bond paper. Plat shall be fully dimensioned, clear and legible. Only common engineering scales shall be used.

**Legal Description and Plat Standards:** The Legal Description and Plat shall conform to the City of Elk Grove's formats and codes. Traverse calculations with error of closure based on a single coordinate system shall be included with the submittal. Curves shall be defined by radius, delta and arcs. Legal Description, Plat, and Traverse Calculations shall be prepared, stamped, and "wet-

signed" with an expiration date by a Licensed Land Surveyor or Registered Civil Engineer licensed to practice surveying.

### Required Signatures for Notarized Easement Form:

The Title Report will determine whose signatures need to be on the Easement Form. Listed below are the required signatures and notaries:

- ✓ Individual(s): The name(s) as shown on the Title Report.
- ✓ Corporation: A corporate resolution indicating President and Secretary. If one person is signing as both President and Secretary two signatures are required.
- ✓ Partnership-Lp-1 Form
- ✓ LLC-Authorized Agent

**Note:** Please execute all originals with a blue pen.

**Planning Review:** If the area being dedicated is part of an approved project by the City of Elk Grove; a letter from the Planning Department is required indicating the CEQA requirements to be implemented. If the project is not part of an approved project, the Planning Department will determine CEQA requirements.

**Additional Requirements:** Additional project specific information may be required during the review process.

**Where to Submit Easements by Separate Documents:** City of Elk Grove, 8401 Laguna Palms Way, Public Works front counter.

**Questions:** If you have any questions regarding the process of submitting Easements by Separate Documents to the City of Elk Grove, please contact (916) 478-3612 or visit our website at [www.elkgrovecity.org](http://www.elkgrovecity.org).