



7.0 PREPARATION GUIDELINES FOR LEGAL DESCRIPTIONS AND PLATS

7.1 PROCESSING PROCEDURE

The following is the procedure for processing grants of easement for public road and/or utility easements as required conditions of approval for Tract Maps, Parcel Maps, Plot Plans, and other use cases. These guidelines also apply to the preparation of Legal Descriptions and Plats and for other cases such as Vacations, Acceptances, etc.

Legal descriptions and plats for slope or drainage easements required to accommodate street signs must be approved by the Transportation Planning and Development Review Division prior to processing by the Right-of-Way Section of the County Survey Division.

The following items are to be submitted to the Right-of-Way Section by the Surveyor/Civil Engineer or applicant:

Note: All items submitted must include the case or map number. Any document or attachments for recording must be 8 ½" x 11" in size.

- A. Legal description of the area to be dedicated or conveyed.
- B. Plat 8 ½" x 11" in size with the easement indicated by a bold border.
- C. Legal description and plat must be "wet signed" and "sealed" by a Professional Land Surveyor or qualified Civil Engineer.
- D. A current (within one month) Title Report.
- E. A copy of the Grant Deed.
- F. A check or money order made payable to the County of Riverside for the required initial deposit.

Note: All holders of record title interest, which may include persons other than the property owner, will be required to sign grants of easement and declarations of dedication. Documents executed in conjunction with a Tract or Parcel map will require the same signatures as the map.

In addition: A copy of the statement of partnership, articles of incorporation, or corporate resolution indicating those officers/individuals authorized to sign legal documentation on their behalf shall be required for documents executed by Banks, Corporations, Partnerships, etc.



The Right-of-Way Section will prepare the signature sheets and notify the Surveyor/Engineer and/or applicant.

It is the responsibility of the Surveyor/Engineer and/or applicant to have the document executed, notarized, and returned to the Right-of-Way Section for acceptance by the Board of Supervisors and for recordation.

7.2 LEGAL DESCRIPTION STANDARDS

The following describes the requirements for legal descriptions.

- A. Legal descriptions must be on 8 ½" x 11" paper with 1" margins.
- B. Font must be size 10 point or larger. Font must be "Arial" or similar style.
- C. **"EXHIBIT A"** (letter as appropriate) must be labeled at the top of the page in bold, and/or in a larger size font.
- D. Reference the project and the type of dedication/conveyance in the heading on each page, below/beneath the label **"EXHIBIT A"** (letter as appropriate).
- E. Place any additional data that includes numbers, such as dates and work order numbers, at the bottom of the page or at the end of the description.
- F. Legal descriptions must be "wet signed," sealed, and dated by a Professional Land Surveyor or qualified Civil Engineer.
- G. Leave enough room (1 ½" x 2 ½") at the end of the description for the County to approve and sign the description.
- H. Double space between each course on the legal description (begin each new paragraph with "thence"); single space between lines within the same course.
- I. The preamble must include the section, township, and range, or the rancho information in which the described property is located.
- J. **Commencing, Beginning, Point of Beginning, True Point of Beginning, Point of Termination, etc.** must be in bold.
- K. List the area of the property being described. List the acreage to the nearest hundredth of an acre, if ¼ acre or more. List the square footage if less than ¼ acre (e.g., 10,890 sq. ft.).
- L. All curves must be identified as being tangent, non-tangent, etc. and must include a radial bearing if they are not a tangent curve.
- M. Use "along" and "to" calls when necessary and where applicable.
- N. When referencing record maps with three or more pages use "inclusive" after the last page number. Example: Map Book 157, Pages 24 through 37, inclusive.
- O. Do not use the terms "future," "proposed," "temporary," "to be," etc., as a reference or as part of a description.



- P. Include a reference to the plat exhibit at the end of the legal description. Example: "... See **“Exhibit B”** (letter as appropriate) attached hereto and made a part hereof, by this reference.”
- Q. Data in the legal description shall agree with data shown on the plat exhibit(s). If associated with a final map, both legal description(s) and plat(s) shall agree with data shown on the final map.
- R. If associated with a final map, consideration should be given to using the same basis of bearings on the legal description and plat, as is used on said final map.
- S. Number each page of the legal description and its relation to the total number of pages.

7.3 PLAT STANDARDS

The following describes the requirements for plats.

- A. Plats must be on 8 ½" x 11" paper with ½" borders. The borders must be kept clear of any drafting or notations.
- B. Font must be size 10 or larger. Font must be “Arial” or similar style.
- C. **“Exhibit B”** (letter as appropriate) must be labeled at the top of the page in bold and/or in a larger size font.
- D. Reference the project and the type of dedication/conveyance on the plat on each sheet, below/beneath the label **“Exhibit B”** (letter as appropriate).
- E. Keep any data that is not relevant to the description, such as company name, work order numbers, etc. in a title block at the bottom of the plat.
- F. Number each page of the plat and its relationship to the total number of sheets.
- G. Plats must be “wet-signed,” sealed, and dated by a Professional Land Surveyor or qualified Civil Engineer.
- H. Leave enough room (1 ½" x 2 ½") somewhere on the plat for the County to approve and sign the plat.
- I. The plat must include the section, township, and range, or the rancho information, in which the described property is located.
- J. Indicate the easement with a distinctive, bold, solid border/boundary.
- K. Show all survey data: bearings, distances, and dimensions of the dedication/conveyance.
- L. Show the relationship to all existing adjoining or overlapping/intersecting easements.
- M. Include radial bearings on curves at points that are non-tangent, reverse, compound, etc. This includes any points on a curve that intersect a tangent, surveyed line.
- N. Label the **POB, POC, TPOB**, etc., in **bold** on the plat.
- O. All plats shall have a north arrow and scale.



- P. The plat shall be oriented with north to the top or side of the sheet. Printed information (e.g., bearings, distances, descriptions) should be oriented the same so that they will read left to right when looking North. In the case of courses that run considerably off cardinal or in the case of curved courses, the above orientation should apply as nearly as practical. In no case should information be placed so that data on the plat would have to be read looking South.
- Q. Do not use the terms “future,” “proposed,” “temporary,” “to be,” etc., as a reference or as part of a description on the plat.
- R. Include Surveyor’s/Engineer’s notes if necessary.
- S. A vicinity map is required unless the nearest cross-streets are shown on the plat.
- T. Use details when necessary.
- U. The entire easement/conveyance shall be shown on one sheet. Additional sheets may be used to show individual parcels, details, or portions of the easement when necessary to show all required data and to avoid cluttering.
- V. Data on the plat shall agree with data shown on the legal description(s). If associated with a final map, both legal description(s) and plat(s) shall agree with data shown on the final map.
- W. If associated with a final map, consideration should be given to using the same basis of bearings on the legal description and plat, as is used on said final map.
- X. All data and tables shall be shown on the sheet to which it pertains.