

Procedure for processing grants of easement and declarations of dedication for public road and/or utility easements as required by the Transportation Department as conditions of approval for TRACT MAPS, PARCEL MAPS, PLOT PLANS AND OTHER CONDITIONED CASES.

All documents will be processed and recorded by the Transportation Department, Survey Division, Right-of-Way Section.

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 Transportation Survey Division.

The following items are to be submitted by the surveyor/engineer or applicant to the Right-of-Way Section:

NOTE: All items submitted must include the case or map number. Any document or attachments for recording must be 8 ½ "x11" in sized.

- 1) A first submittal application completed and signed by the applicant and/or owner and licensed land surveyor or qualified registered civil engineer.
- 2) Legal description of the area to be dedicated or conveyed.
- 3) Plat 8 ½"x11" in size with the easement indicated by a bold border.
- 4) Legal description and plat must be "WET SIGNED" and "SEALED" by a licensed land surveyor or qualified registered civil engineer.
- 5) A current Title Report (within 30 days old).
- 6) A copy of the Grant Deed.
- 7) A check or money order made payable to the County of Riverside in the amount of \$1,000.00 for an 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 map 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 officer/individuals authorized to sign legal documentation on their behalf shall be required for documents executed by banks, corporations, partnerships, et cetera.

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 application to have the document executed, notarized, and returned to the Right-of-Way Section for acceptance by the Board of Supervisors and recordation.

For assistance or further information, contact the Right-of-Way Section at 951-955-6700.

RIVERSIDE COUNTY STANDARDS FOR
LEGAL DESCRIPTIONS AND PLATS

LEGAL DESCRIPTIONS:

- 1) Legal descriptions must be on 8 ½" x11" paper with 1" margins.
- 2) "Exhibit" must be labeled at the top of the page in bold and/or in a larger size font.
- 3) Reference the project and the type of dedication/conveyance in the heading below "exhibit".
- 4) Font must be size 10 or larger and Arial or similar style.
- 5) 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.
- 6) Number each page of the legal description and its relation to the total number of pages.
- 7) Legal descriptions must be "wet signed", sealed and dated by a licensed land surveyor/qualified registered civil engineer.
- 8) **Leave enough room (1 ½" x2 ½") at the end of the description for the County to approve and sign the description.**
- 9) Double space between each course on the legal description (begin a new paragraph with each thence), single space between lines within the same course.
- 10) The preamble must include the section, township and range or the rancho in which the property described lies within.
- 11) **Commencing, Beginning, Point of Beginning, True Point of Beginning, Point of Termination, et cetera must be in bold.**
- 12) Show the area of the property being described. Show the acreage to the nearest hundredth if ¼ acre or more, show square feet if less than ¼ acre.
- 13) All curves must be identified as being tangent, nontangent, et cetera and must include a radial bearing if it is not a tangent curve.
- 14) Use along and to calls when necessary.
- 15) 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.
- 16) Do not use the terms "future", "proposed", "temporary", et cetera, as a reference or on a description.
- 17) Include a reference to the plat exhibit at the end of the legal description.

PLATS:

- 1) Plats must be on 8 ½" x11" paper with ½" borders. The borders must be kept clear of any drafting or notations.
- 2) "Exhibit" must be labeled in bold and/or in a larger size font.
- 3) Font must be size 10 or larger and Arial or similar style.
- 4) Reference the project and the type of dedication/conveyance on the plat.
- 5) Keep any data that is not relevant to the description such as company name, work order numbers, et cetera in a title block at the bottom of the plat.
- 6) Number each page of the plat and its relationship to the total number of pages.
- 7) Plats must be "wet signed", sealed and dated by a licensed land surveyor/qualified registered civil engineer.
- 8) **Leave enough room (1 ½"x2 ½") somewhere on the plat for the County to approve and sign.**
- 9) Note the section, township and range, (projected if in a rancho) on the plat.
- 10) Indicate the easement by a distinctive bold border.
- 11) Show all survey data, bearings, distances, and dimensions of the dedication/conveyance with ties to existing lot corners, section corners, street centerlines, et cetera.
- 12) Show the relationship to adjoining existing easements.
- 13) Include radial bearings on curves at points that are nontangent, reverse, et cetera.
- 14) Show the POB, POC, TPOB, et cetera on the plat.
- 15) All plats must have a north arrow and note the scale.
- 16) The plat shall be oriented with north to the top or side of the page, with data readable in the same direction.
- 17) Do not use the terms "future", "proposed", "temporary", et cetera.
- 18) Include surveyor's/engineer's notes if necessary.
- 19) A vicinity map is required unless the nearest cross streets are shown on the plat.
- 20) Use details when necessary.
- 21) 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 avoid cluttering.

The Riverside County Transportation Department "Manual For The Preparation And Checking Of Maps, located on the TLMA website, should also be referred to for guidelines, standards and policies (www.rctlma.org/trans/survey_map_check.html).



COUNTY OF RIVERSIDE TRANSPORTATION AND LAND MANAGEMENT AGENCY



*Juan C. Perez, P.E., T.E.
Director of Transportation*

Transportation Department

Survey Division

Agreement for Payment of Costs of Application Processing

TO BE COMPLETED BY APPLICANT:

This agreement is by and between the County of Riverside, hereafter "County", and

_____ hereafter "Applicant" and _____ "Property Owner".

Applicant name/firm and Property Owner name/firm must match on page 2, Section 4, item 1. for Property Owner, and item 2. for Applicant.

PROPERTY / PROJECT INFORMATION	Date:		
PARENT CASE # (Fast Track, TR, PM, PP, CUP, PUP, MS):	PROJECT NAME:		
DESCRIPTION (Map & Phase # / No. of Lots):			
LOCATION (Address and Cross Street Name(s))	APN(s):		

Please designate who to contact to discuss the project.	Applicant	Engineer	Property Owner
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ENGINEERING FIRM (NAME AS IT APPEARS ON YOUR LETTERHEAD)	
ADDRESS	
CITY / STATE / ZIP CODE	
PHONE:	CONTACT PERSON: (Last Name, First)
FAX:	E-MAIL ADDRESS:

If your application is subject to Deposit-based Fee, the following applies

Section 1. Deposit-based Fees

Purpose: The Riverside County Board of Supervisors has adopted ordinances to collect "Deposit-based Fees" for the costs of reviewing certain applications for traffic studies, Transportation plan check reviews, inspections or permits. The Applicant is required to deposit funds to initiate staff review of an application. The initial deposit may be supplemented by additional deposits, based upon actual and projected labor costs for the permit. County departments draw against these deposited funds at the staff hourly rates adopted by the Board of Supervisors and actual time spent on the case. The Applicant and Property Owner are responsible for any supplemental deposits necessary to cover any costs which were not covered by the initial deposit.

Section 2. Applicant and Property Owner Responsibilities for Deposit-based Fee Applications

- A. Applicant agrees to make an initial deposit in the amount as indicated by County ordinance, at the time this Agreement is signed and submitted with a complete application to the County. Applicant acknowledges that this is an initial deposit and additional funds may be needed to complete their case. The County will not pay interest on deposits. Applicant understands that any delays in making a subsequent deposit from the date of written notice requesting such additional deposit by County, may result in the stoppage of work.

- B. Within 15 days of the service by mail of the County's written notice that the application permit deposit has been reduced to a balance of less than 20% of the initial deposit or that the deposit is otherwise insufficient to cover the expected costs to completion, the Applicant agrees to make an additional payment of an amount as determined by the County to replenish the deposit. Please note that the processing of the application, study, plan, inspection or permit may stop if the amount on deposit has been expended. The Applicant agrees to continue making such payments until the County is reimbursed for all costs related to this study, plan, inspection or permit. The County is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts that would have been drawn on the deposit were it not depleted.
- C. The Property Owner acknowledges that the Applicant is authorized to submit this agreement and related application(s) for traffic study review, plan check or permit on this property. The Property Owner also acknowledges that should the Applicant not reimburse the County for all costs related to this application or permit, the Property Owner shall become immediately liable for these costs which shall be paid within 15 days of the service by mail of notice to said Property Owner by the County.
- D. This Agreement shall only be executed by an authorized representative of the Applicant and the Property Owner. The person(s) executing this Agreement represents that he/she has the express authority to enter into this agreement on behalf of the Applicant and/or Property Owner.
- E. This Agreement is not assignable without written consent by the County. The County will not consent to assignment of this Agreement until all outstanding costs have been paid by Applicant.
- F. Deposit statements, requests for deposits or refunds shall be directed to Applicant at the address identified in Section 4.

Section 3. To ensure quality service, Applicant is responsible to provide one-week written notice to the County of Riverside Transportation Department, Survey Division, 4080 Lemon Street, 8th Floor, Riverside, CA 92501, (951) 955-6700, if any of the information below changes.

Section 4. Applicant and Owner Information

1. PROPERTY OWNER INFORMATION:

Property Owner Name (Firm name or individual): _____ Phone No.: _____
(As appears on Assessor rolls) (Property Owner Name must match page 1)

If Firm Name, list contact person: _____ Email: _____

Address: _____ Fax No.: _____

2. APPLICANT INFORMATION:

Applicant Name: _____ Phone No.: _____
(Applicant Name must match page 1.)

Firm Name: _____ Email: _____

Address (if different from property owner) _____ Fax No.: _____

3. SIGNATURES:

Signature of Applicant: _____ Date: _____

Print Name and Title: _____

Signature of Property Owner: _____ Date: _____

Print Name and Title: _____

Signature of the County of Riverside, by _____ Date: _____

Print Name and Title: _____

FOR COUNTY OF RIVERSIDE USE ONLY
Application or Permit (s)#: _____
Application Date: _____