



POLICY AND PROCEDURE

FOR PROCESSING

GRANT OF EASEMENTS

THROUGH THE CITY OF ROSEVILLE



Public Works
Engineering Division
311 Vernon Street
Roseville, CA 95678
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(916) 774-5220 TDD

POLICY AND PROCEDURE FOR PROCESSING GRANT OF EASEMENTS

Easements are obtained by the City for the installation, maintenance and protection of any and all facilities owned by the City including, but not limited to, electric, water, sewer and storm drainage. All easements must be recorded with the Placer County Recorder in order for the easement to be of public record.

Listed below are items to be submitted when processing an easement by separate document:

1. **EASEMENT REVIEW APPLICATION FORM**. The applicant shall complete the easement review application form. Easements will not be reviewed unless this form has been completed. **THE FOLLOWING DOCUMENTS SHALL BE TYPED (NOT HANDWRITTEN) COPIES. FAXED COPIES WILL NOT BE ACCEPTED.**
2. **GRANT OF EASEMENT**. A grant of easement to the City by the property owner(s) with a metes and bounds description (also known as a legal description), of the easement being conveyed. Standard grant of easement form is attached. The easement must be signed by owner as title is listed and notarized, including authority of corporate officers and/or corporate seal. Two corporate officers with authority may sign without seal.

Exhibit "A" – legal descriptions shall be prepared by a licensed land surveyor and written in accordance with accepted practice.

Exhibit "B" – Maps depicting easements shall show the physical location of the easement as described in the legal description and contain the following information:
a) North point; b) scale; c) point of beginning of the description; d) bearings and distances of the description; e) easement width and type; f) reference to other supporting documents.

Closure Calculations and/or supporting documents used to verify that the easement is in the proper location.

3. **PRELIMINARY TITLE REPORT**. The title report is to be dated within the last six months. If there are deeds of trust or liens on the property, subordination agreements shall be prepared. The City's standard subordination agreement is attached. The agreement must be signed by all property owners and beneficiaries and notarized, including authority of corporate officers and/or corporate seal. Two corporate officers with authority may sign without seal. *Exhibit "A"* (Legal Description) and *Exhibit "B"* (Grant of Easement) attached.



EASEMENT REVIEW APPLICATION

(easements by separate instrument)

☐ Engineering Division
TO: ☐ Electric Department
☐ Environmental Utilities Department

Name of Project: _____ City File No. _____

Address of Project: _____

Contact Person: _____ Telephone No. _____

Mailing Address: _____

Requestor Signature: _____ Date: _____

Purpose of the Easement: _____
(e.g., for right-of-way, storm drainage, water line, electrical....etc.)

THE FOLLOWING ITEMS MUST BE ENCLOSED WITH THE EASEMENT SUBMITTAL PACKAGE:

- ☐ 1 Original and 1 copy of the "Grant of Easement"
- ☐ 2 Copies of the Legal Description (stamped and signed by a surveyor)
- ☐ 2 Copies of the Exhibit Map (stamped and signed by a surveyor)
- ☐ Closure Calculations
- ☐ Preliminary Title Report (*no older than 6 months*)
- ☐ Subordination Agreement (*required if there is a Deed of Trust listed within the title report*)
- ☐ *Copy of last recorded Parcel or Final Map (*if applicable*)
- ☐ * Copy of the stamped "Approved for Construction" Improvement Plans showing in Plan and Profile View the Improvements that are located within the Easement.

Required if easement package is to be submitted to the Environmental Utilities Department.

ABOVE ITEMS ACCEPTED BY: _____ DATE: _____