

City of Oxnard

EASEMENT PREPARATION GUIDELINES

This document provides guidelines for the preparation of grant deeds, easements and associated exhibits for dedications to the City of Oxnard. Contact the Development Services Engineering Division for dedication circumstances not covered by this document.

A. Grant Deed

- i) The Grant Deed must list the affected Assessor Parcel Number(s). See item viii) below for example.
- ii) Grant deed shall include a general purpose Acknowledgement. All California Acknowledgements must include the following wording within an enclosed box.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

- iii) Grant deed dedication shall conform to the wording specified in the 'Deed Dedication Wording' section of this handout.
- iv) Documents, exhibits, attachments, signatures, and notary seals must be legible. All lettering, including lettering on exhibits, shall be 1/10th inch in height or larger.
- v) All documents (deed and exhibits) must be single sided 8 ½" x 11"
- vi) Documents must allow for a 4" by 2" label to be placed in the upper right-hand corner without interfering with the document title or any other part of the document.
- vii) Grant Deed (and all attached Exhibits) must include a 1-inch border free of any writing.
- viii) Documents submitted for recordation by the City shall have the following information in the upper left-hand corner:

RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:

Oxnard City Clerk's Office
300 West Third Street, 4th Floor
Oxnard, CA 93030

Request recording without fee. Record for
the benefit of City of Oxnard pursuant to
Sections 6103 and 27383 of Government
code. No documentary transfer tax
pursuant to R&T Code Section 11922

APN. XXX-0-XXX-XXX (fill in the appropriate numbers for all affected
parcels)

B. Exhibit "A"

- An 8 ½ x 11 inch sheet containing a legal description of the parcel over which the easement or dedication is being granted. All sheets shall contain the page number and the total number of pages in Exhibit "A" (i.e. Page 2 of 3). The final sheet of this exhibit shall include the wet seal and signature of the professional preparing the exhibit. All exhibits shall include a 1-inch border free of any writing.

C. Exhibit "B"

- An 8 1/2 x11 inch plat or drawing of the proposed easement or dedication. The drawing should include the planning permit number (i.e. PZ, SUP, DDR, or CDP number) and/or the tract or parcel map and lot designation if appropriate. All sheets shall contain the page number and the total number of pages in Exhibit "B", (i.e. Page 2 of 3). The final sheet of this exhibit shall include the wet seal and signature of the professional preparing the exhibit. All exhibits shall include a 1-inch border free of any writing.

DEED DEDICATION WORDING:

- PIPELINE EASEMENTS

(insert appropriate utility, e.g. 'water line' or 'public utility')

A _____ **easement** in, over, on, through, within, under and across the real property described in Exhibits "A" and "B", attached hereto and incorporated by reference herein (the "Property"), together with the rights of ingress and egress to and from said easement to survey, install, construct, reconstruct, enlarge, lay, alter, operate, inspect, remove, relocate, replace, and maintain facilities therein. This offer of dedication includes the public facilities within the easement constructed for the purpose stated above. Owner of Property agrees not to obstruct, in any way, the City's rights of access to the easement. In the event owner of Property does obstruct City's rights of access to the easement, all costs incurred by the City associated with removing any such obstruction shall be paid for by owner of the Property. City may record such costs as a special assessment against the Property or as a lien on the Property if the owner of the Property fails to pay such costs within 30 days of the City providing owner of the Property with an invoice detailing such costs. Subsequent to the grant of this Easement, Grantor shall not grant any easements of any kind whatsoever to others in, over, on, through, within, under and across the Easement Area without the prior written approval of the City.

- SIDEWALK EASEMENTS

A **public sidewalk easement** in, over, on, through, within, under and across the real property described in Exhibits "A" and "B", attached hereto and incorporated by reference herein, together with the rights of ingress and egress to and from said easement for the purpose of constructing, installing, inspecting, repairing, replacing, and maintaining improvements therein. Subsequent to the grant of this Easement, Grantor shall not grant any easements of any kind whatsoever to others in, over, on, through, within, under and across the Easement Area without the prior written approval of the City, which approval shall not be withheld unreasonably.

- RIGHT-OF-WAY DEDICATIONS

The **right-of-way** for public streets and public utility purposes over, under, and across the real property described in Exhibits "A" and "B", attached hereto and incorporated by reference herein. This offer of dedication includes the public facilities within the right-of-way constructed for roadway, wastewater, water, storm drain, and/or recycled water purposes.

- ACCESS EASEMENT

A **public access easement** over, under, and across the real property described in Exhibits "A" and "B", attached hereto and made a part hereof.

- TEMPORARY CONSTRUCTION EASEMENT

A **Temporary Construction Easement** for the purposes of facilitating construction of City Facilities, including the right to place equipment and vehicles, pile earth thereon, and utilize said Temporary Construction Easement for all other related activities and purposes in, on, over, under, through, and across that certain portion of the Real Property which is described in Exhibit "D" and depicted in Exhibit "E", attached hereto and incorporated by reference herein ("Temporary Construction Easement"). Said Temporary Construction Easement shall automatically terminate upon completion of construction of Facilities and restoration of the Temporary Construction Easement Area.