



**Mark Lancaster**  
*Director of Transportation*

# COUNTY OF RIVERSIDE

## TRANSPORTATION AND LAND MANAGEMENT AGENCY

*Mojahed Salama, P.E.*  
*Deputy for Transportation/Capital Projects*  
*Russell Williams*  
*Deputy for Transportation/Planning and  
Development*

## Transportation Department

### **Procedure for processing grants of easement and declarations of dedication for public road and/or other (utility, drainage, slope, etc) 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.

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](http://www.rctlma.org/trans/survey_map_check.html)).

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 associated case number. Any document or attachments for recording must be 8 ½" x11" in size.

- 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. Legals and plats are to be prepared in conformance with the Riverside County Map Manual Section 7.
- 4) Legal description and plat must be "WET SIGNED" and "SEALED" by a licensed land surveyor or qualified registered civil engineer.
- 5) Title Report, 30 days current for the property of which the easement is to be from.
- 6) A copy of the Vesting Deed of which the easement is to be from.
- 7) A check or money order made payable to the County of Riverside in the amount of \$1,000.00 for the initial deposit.

**NOTE:** All holders of record title interest, WHICH MAY INCLUDE PERSONS OTHER THAN THE PROPERTY OWNER(S), will be required to sign grants of easement and declarations of dedication.

**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 when the document is ready for execution.**

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 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) Font must be size 10 point or larger. Font must be "Arial" or similar style.
- 3) **"EXHIBIT A"** (letter as appropriate) must be labeled at the top of the page in bold, and/or in a larger size font.
- 4) Reference the project and the type of dedication/conveyance in the heading on each page, below/beneath the label **"EXHIBIT A"** (letter as appropriate).
- 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 description.
- 6) Legal descriptions must be "wet signed", sealed, and dated by a Professional Land Surveyor or qualified Civil Engineer.
- 7) **Leave enough room (1 ½" x2 ½") at the end of the description for the County to approve and sign the description.**
- 8) Double space between each course on the legal description (begin each new paragraph with "thence"), single space between lines within the same course.
- 9) The preamble must include the section, township and range or the rancho information which described property is located.
- 10) **Commencing, Beginning, Point of Beginning, True Point of Beginning, Point of Termination, etc.** must be in bold.
- 11) 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.).
- 12) All curves must be identified as being tangent, non-tangent, etc. and must include a radial bearing if they are not a tangent curve.
- 13) Use "along" and "to" calls when necessary and where applicable.
- 14) 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.
- 15) Do not use the terms "future", "proposed", "temporary", "to be" etc., as a reference or as part of a description.
- 16) 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 of hereof, by this reference."
- 17) Data in the legal description shall agree with data shown on the plat exhibit(s). If associated with a final map, both legal descriptions) and plat(s) shall agree with data shown on the final map.
- 18) 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.

- 19) Number each page of the legal description and its relation to the total number of pages

## 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) Font must be size 10 or larger. Font must be "Arial" or similar style.
- 3) "**Exhibit B**" (letter as appropriate) must be labeled at the tip of the page in bold and/or in a larger size font.
- 4) Reference the project and the type of dedication/conveyance on the plat on each sheet, below/beneath the label "**Exhibit B**" (letter as appropriate).
- 5) 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.
- 6) Number each page of the plat and its relationship to the total number of sheets.
- 7) Plats must be "wet signed", sealed and dated by a Licensed Land Surveyor or qualified Civil Engineer.
- 8) Leave enough room (1 ½"x2 ½") somewhere on the plat for the County to approve and sign the plat.
- 9) The plat must include the section, township, and range, or the rancho information, in which the described property is located.
- 10) Indicate the easement by a distinctive, bold, solid border/boundary.
- 11) Show all survey data: bearings, distances, and dimensions of the dedication/conveyance.
- 12) Show the relationship to all existing adjoining or overlapping/intersecting easements.
- 13) 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.
- 14) Label the **POB, POC, TPOB**, etc., in **bold** on the plat.
- 15) All plats must have a north arrow and scale.
- 16) 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.
- 17) Do not use the terms "future", "proposed", "temporary", "to be," etc., as a reference or as part of a description on the plat
- 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.
- 22) 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.
- 23) 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.
- 24) All data and tables shall be shown on the sheet to which it pertains.



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### Transportation Department

**LAND USE and PERMIT APPLICATION PROCESSING AGREEMENT**  
Agreement for Payment of Costs of Application Processing  
Survey Division

**TO BE COMPLETED BY APPLICANT:**

This agreement is by and between the County of Riverside, hereafter "County of Riverside",  
and \_\_\_\_\_ hereafter "Applicant" and \_\_\_\_\_ "Property Owner".

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.

<b>PROPERTY / PROJECT INFORMATION</b>		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.			
<input type="checkbox"/> Applicant		<input type="checkbox"/> Engineer	<input type="checkbox"/> Property Owner
<b>ENGINEERING FIRM</b> (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 land use review and permits. The Applicant is required to deposit funds to initiate staff review of an application. The initial deposit may be supplemented by additional fees, 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. The Applicant and Property Owner are responsible for any supplemental fees 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 of Riverside. Applicant acknowledges that this is an initial deposit and additional funds may be needed to complete their case The County of Riverside 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 of Riverside, may result in the stoppage of work.

- B. Within 15 days of the service by mail of the County of Riverside'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 of Riverside to replenish the deposit. Please note that the processing of the application or permit may stop if the amount on deposit has been expended. The Applicant agrees to continue making such payments until the County of Riverside is reimbursed for all costs related to this application or permit. The County of Riverside 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 land use review or permit on this property. The Property Owner also acknowledges that should the Applicant not reimburse the County of Riverside 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 of Riverside. The County of Riverside 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 and Land Management Agency (TLMA) Permit Assistance Centers if any of the information below changes.**

**Section 4. Applicant and Owner Information**

**1. PROPERTY INFORMATION:**

Assessors Parcel Number(s): \_\_\_\_\_

Property Location or Address:

\_\_\_\_\_

Section, Township, and Range:

\_\_\_\_\_

**2. PROPERTY OWNER INFORMATION:**

Property Owner Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**3. APPLICANT INFORMATION:**

Applicant Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address (if different from property owner)

\_\_\_\_\_

\_\_\_\_\_

**4. 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)#: \_\_\_\_\_

Set #: \_\_\_\_\_ Application Date: \_\_\_\_\_