CITRUS HEIGHTS
Solid roots. New growth.

Irrevocable Offer of Dedication and Public Utility Easement

6360 Fountain Square Drive, Citrus Heights, CA 95621
(916) 727-4770 TDD 7-1-1 www.citrusheights.net

this box for city use only
DEVELOPMENT PROJECT #: _____

Building Permit Application #_____

APPLICANT/OWNER INFORMATION

APPLICANT/AGENT

Name _____

Address _____

_____

Phone _____

OWNER (if different from applicant)

Name _____

Address _____

_____

Phone _____

BILLING INFORMATION: Who is responsible for payment, Agent or Owner? _____
Location – see Parcel Lists

CHECKLIST

☐ Owner's Certification statements (notarized) for each parcel

☐ Application completed

- **1 set –** Application form fully completed and signed.
- **2 sets –** Legal descriptions for resultant parcels
- **2 sets** – 8 ½" x 11 plat illustrating the lot line adjustment
- **Title Report**

☐ Deposit *(based on Master Fee Schedule effective January 1, annually).*
Payment may be made by check or credit card at City Hall cashier desk.

- **IOD or PUE Base deposit –** *See **Engineering Fees** - Agreements – Stormwater, Deferral, Right of Way/Easement for correct amount to calculate deposit. Accounts will be billed for actual Staff or Consultant time and materials used (TBD). See sample calculation below.*

- **SAMPLE CALCULATION** base deposit – *$1,332.00 (check Master Fee Schedule)*
  - *4% Technology fee – $ 53.28 (deposit x 4%)*
  - ***TOTAL $1,385.28***

Note: Actual fee is total cost of time & materials used by staff and authorized consultants.

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PROPERTY INFORMATION

PARCEL ____
A.P.N. _____
Parcel Address _____
Owner Name _____
Owner Address _____
_____
Existing Area _____
Proposed Area _____

PARCEL ____
A.P.N. _____
Parcel Address _____
Owner Name _____
Owner Address _____
_____
Existing Area _____
Proposed Area _____

PARCEL ____
A.P.N. _____
Parcel Address _____
Owner Name _____
Owner Address _____
_____
Existing Area _____
Proposed Area _____

PARCEL ____
A.P.N. _____
Parcel Address _____
Owner Name _____
Owner Address _____
_____
Existing Area _____
Proposed Area _____

PARCEL ____
A.P.N. _____
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Owner Name _____
Owner Address _____
_____
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PARCEL ____
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Irrevocable Offer of Dedication and Public Utility Easement

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DEVELOPMENT PROJECT #: _____

CITY OF CITRUS HEIGHTS
Irrevocable Offer of Dedication (IOD) and/or Public Utility Easement (PUE)
Indemnification & Owner's Certification Statement

TO BE COMPLETED BY PROPERTY OWNER:

TO: City of Citrus Heights
6360 Fountain Square Drive
Citrus Heights, CA 95621

Phone: (916) 727-4770

PROJECT NAME: _____

PROJECT ADDRESS: _____

ASSESSOR PARCEL NO.: _____

I, _____, property owner, have applied for a Irrevocable Offer of Dedication (IOD) and/or Public Utility Easement (PUE) application involved in the above referenced parcels and agrees to hold City harmless from all costs and expenses, including attorney's fees, incurred by City or held to be the liability of the City in connection with City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the applicant's project, except as caused by City's sole or gross negligence.

OWNER CERTIFICATION STATEMENT

The undersigned, as the fee title owner of the real property for the parcel(s) referenced above, requested preparation of this Irrevocable Offer of Dedication or Public Easement and consent to the recording of the same.

Signature of Property Owner _____ Date _____

Name _____ Telephone _____
Print Name of Property owner

Address _____

Note: OWNER SIGNATURE MUST BE NOTARIZED

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I. GENERAL PROVISIONS

The Subdivision Map Act allows minor adjustments of property lines between contiguous parcels without the necessity of filing a parcel or tract map. To utilize this procedure, the following criteria must be met:

A. All property owners of the affected parcels must consent to the Irrevocable Offer of Dedication or Public Easement in writing.
B. The Irrevocable Offer of Dedication or Public Easement may not create a greater number of parcels than originally existed.
C. The parcels resulting from the Irrevocable Offer of Dedication or Public Easement must conform to the City's building and zoning code.
D. The resulting changes in ownership of the affected land must be conveyed by legal document if all lots are not held under one ownership. The adjustment may be reflected by deed or by a record of survey prepared by a licensed Land Surveyor or qualified registered Civil Engineer if the subject property is held under a common ownership. (Note: The reconveyance of property is not included in the City's process and must be completed by the property owners and/or Title Company).
E. The current year and prior year property taxes for each parcel must be paid before the Irrevocable Offer of Dedication or Public Easement will be approved.

II. SUBMITTAL AND PROCESSING REQUIREMENTS

A. SUBMITTALS: *The following documents shall be submitted in* **HARD-COPY Format**:
Prior to submittal of a Irrevocable Offer of Dedication or Public Easement, the applicant should contact the City Engineering Division at (916) 727-4770 to verify that the dedication or easement will not violate any of the restrictions governing the use of this procedure. The following items must be included in the original submittal package. Applications failing to include one or more of these items will not be accepted for processing.

1. **1 set -** Application form fully completed and signed.
2. **2 sets -** Legal descriptions for resultant parcels
3. **2 sets** - 8 ½" x 11 plat illustrating the lot line adjustment.

The following items shall be submitted in **pdf Format**:

4. Closure/Area calculations verifying new legal descriptions.
5. **1 set** - Deed of trust or other instrument conveying real property between owners. (City to review legal description, owner to process and record).
6. Any other information deemed reasonable and necessary by the City's review staff.

B. PROCESSING:
   1. All submittals are to be made to an Engineering Division representative.
   2. The Engineering Division representative will review the submittal package for the required information for completeness.
   3. The Engineering Division representative will distribute the submittal for review to the appropriate departments/agencies if the submittal package is in order and the fees have been paid.
   4. The applicant will be notified after the Irrevocable Offer of Dedication or Public Easement form has been checked. The applicant must make any corrections or revisions, and then resubmit for verification. If no corrections are required, the approved Irrevocable Offer of Dedication or Public Easement will be returned to the applicant.
   5. The applicant is responsible for taking the signed and notarized document to the Sacramento County Recorder for recordation **within one year after approval**. The recorded document will be mailed to the City of Citrus Heights for record keeping purposes, and will then be sent to the applicant.

III. PLAT REQUIRMENTS

A. PLAT FORMAT:
   The Irrevocable Offer of Dedication or Public Easement plat shall be drawn, printed or otherwise reproduced in a manner guaranteeing a permanent record in black ink. The plat shall be done on 8 ½" X 11" bond paper, unless the Engineering Division approves a larger sheet size. Any necessary additional sheets must also be submitted on 8 ½" X 11" bond paper.

B. PLAT CONTENT:
   The plat shall be drawn to a scale of 1" = 20', unless the Engineering Division approves another scale. The plat shall show the following applicable information, as well as any other information necessary to adequately describe the adjusted parcels:
   1. Each lot in its entirety:
      a. All bearings and distances.
      b. Areas (net and gross acreage) of existing and proposed lots. Also show the area of each proposed lot at the end of its legal description.
      c. Existing lot designations such as lot number, subdivision number and the subdivision recording date.
      d. Assessor's parcel numbers.
      e. All existing easements.
   2. Abutting public and private streets and alleys showing names, centerlines and widths.
   3. Vicinity map (at a scale of approximately 1" = 200').
   4. North arrow and scale.

NO FEE DOCUMENT – For the benefit of the
City of Citrus Heights per Government Code 6103

WHEN RECORDED RETURN TO:

CITY OF CITRUS HEIGHTS
GENERAL SERVICES DEPARTMENT
6360 FOUNTAIN SQUARE DRIVE
CITRUS HEIGHTS, CA 95621

APN: _____
Location: **(Address)** _____

THIS SPACE FOR RECORDER'S USE ONLY

R&T Code 11922
Governmental agency acquiring title

CITY OF CITRUS HEIGHTS

EASEMENT FOR PUBLIC UTILITIES AND SERVICES

(OWNER NAME), Owner(s), do/does hereby GRANT to the CITY OF CITRUS HEIGHTS, A MUNICIPAL CORPORATION in the State of California, for the purpose of all necessary utilities and public services, an EASEMENT over that certain real property in the City of Citrus Heights, County of Sacramento, State of California, bounded and described as follows, to-wit:

SEE EXHIBITS "A" AND "B" ATTACHED HERETO AND MADE A PART HEREOF;
PARCEL NUMBER: xxx-xxx-xxx-xxxx

Together with the perpetual right of ingress to and egress from said property, for the purpose of exercising and performing all of the rights and privileges herein granted.

OWNER(S):

Dated this _____ day of _____, 2020.

Signature: _____
[OWNER]

Print Name: _____

Print Title: _____

SAMPLE

NOTARY PUBLIC WILL USE CURRENT ACKNOWLEDGEMENT FORM HERE TO NOTARIZE SIGNATURES ON FRONT PAGE

SAMPLE

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the **Grant of Easement** dated _____, 2020, from _____**,** to the CITY OF CITRUS HEIGHTS, a Municipal Corporation of the State of California, is hereby accepted on behalf of the City by its City Engineer pursuant to authority conferred by **Resolution No. 2001-35**, adopted by the City on May 9, 2001, and that the City consents to recordation of the Grant of Easement by its duly authorized officer.

_____ _____

Leslie Blomquist, City Engineer Date

This page to be completed by City

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

STATE OF CALIFORNIA

COUNTY OF SACRAMENTO

On _____, before me _____, NOTARY PUBLIC, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

_____

Signature of Notary Public (Notary Seal)

Description of Attached Document
EASEMENT FOR PUBLIC UTILITIES & SERVICES
[Address] (APN: xxx-xxx-xxx-0000)

SAMPLE

ATTACH LEGAL DESCRIPTION & PLAT OF EASEMENT

- **LEGAL DESCRIPTION MUST BE LABELLED: "EXHIBIT A"**

- **PLAT (PLAN VIEW MAP) MUST BE LABELLED: "EXHIBIT B"**

- **MUST BE SIGNED & STAMPED BY CALIFORNIA PROFESSIONAL LAND SURVEYOR**

SAMPLE