



Town of Apple Valley

## **ENGINEERING DEPARTMENT**

14955 Dale Evans Parkway Apple  
Valley, CA 92307  
(760) 240-7000 Ext. 7013

It has been determined that your project located at \_\_\_\_\_ will require an additional road dedication. Currently, Town records show that the existing right-of-way adjacent to your project is at \_\_\_\_ feet ½ width from the centerline of that Rd/St/Lane. It has been determined that, to meet Council adopted circulation requirements, this additional area must be dedicated to the Town of Apple Valley for future roadway improvements. (See attached sheet).

### **ROADWAY DEDICATION PROCEDURES**

Procedure for processing grants of easements and declarations of dedication required by the Engineering, Planning and Building Departments as conditions of approval for:

### **TRACTS, PARCEL MAPS, PLOT PLANS, SINGLE FAMILY RESIDENCES AND OTHER CONDITIONED CASES**

The following items are to be submitted by the engineer or applicant to the Engineering Department for review and approval.

**Note:** All items submitted must include the case or map number. Any documents or attachments for recording must be 8" x 11" in size.

1. Legal description for the area to be dedicated or conveyed
2. Map exhibits no larger than 8 ½" x 11" in size with the easement indicated by a distinctive boarder or crosshatching
3. Legal description and exhibits prepared by a qualified engineer/surveyor must be "WET SIGNED" and "SEALED"
4. A copy of the Grant Deed
5. Corporate Resolution authorizing representative to sign (if applicable)
6. All applicable underlying maps
7. Required Fees

**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 or Parcel Map will require the same signatures as the map. It is the responsibility of the engineer and/or applicant to have the document executed, notarized and returned to the Engineering Department for acceptance and recordation.

For further information, contact the Engineering Department at (760) 240-7000 Ext. 7013

Recording Requested by:  
Town of Apple Valley

When Recorded mail to:

TOWN OF APPLE VALLEY  
Engineering Division  
14955 Dale Evans Parkway  
Apple Valley, CA 92307

FOR RECORDER'S USE ONLY

EXEMPT FROM RECORDING FEES PER GOVT. CODE §27383 EXEMPT FROM DOCUMENTARY TRANSFER TAX PER REV. & TAX CODE §11922

**GRANT OF EASEMENT**

This is to certify that the interest in real property conveyed by the within deed or grant to the Town of Apple Valley, a political corporation and/or governmental agency, is hereby accepted under the authority of a resolution adopted by the Town Council as Resolution No. 89-53 on August 15, 1989, and the Grantee consents to the recordation thereof by its duly authorized officer.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
NORMAN B. MILLER  
TOWN ENGINEER

Assessor's Parcel No. \_\_\_\_\_

THE UNDERSIGNED \_\_\_\_\_  
hereby GRANTS to the Town of Apple Valley, A MUNICIPAL CORPORATION AND BODY CORPORATE and POLITIC IN THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, and to the PUBLIC IN GENERAL, an EASEMENT for STREET and HIGHWAY including PUBLIC ROAD, and PUBLIC UTILITY purposes, and all consistent and related purposes, in, over, under, through and across the following described real property in the, Town of Apple Valley, County of San Bernardino, State of California:

**"A" AND "B" ATTACHED TO AND HEREIN MADE A PART OF THIS DOCUMENT**

SIGNED \_\_\_\_\_

SIGNED \_\_\_\_\_

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

DATE \_\_\_\_\_

DATE \_\_\_\_\_

ATTACH APPROPRIATE NOTARY FORM

# ACKNOWLEDGMENT

A notary public or other officer completing the 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 the document.

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, **a 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 \_\_\_\_\_ (Seal)

My Commission Expires \_\_\_\_\_

## ADDITIONAL OPTIONAL INFORMATION

### DESCRIPTION OF THE ATTACHED DOCUMENT

\_\_\_\_\_  
(Title or description of attached document)

\_\_\_\_\_  
(Title or description of attached document continued)

Number of Pages \_\_\_\_\_ Document Date \_\_\_\_\_

\_\_\_\_\_  
(Additional information)

### CAPACITY CLAIMED BY THE SIGNER

- Individual (s)  
 Corporate Officer

\_\_\_\_\_  
(Title)

- Partner(s)  
 Attorney-in-Fact  
 Trustee(s)  
 Other \_\_\_\_\_

### INSTRUCTIONS FOR COMPLETING THIS FORM

*Any acknowledgment completed in California must contain verbiage exactly as appears above in the notary section or a separate acknowledgment form must be properly completed and attached to that document. The only exception is if a document is to be recorded outside of California. In such instances, any alternative acknowledgment verbiage as may be printed on such a document so long as the verbiage does not require the notary to do something that is illegal for a notary in California (i.e. certifying the authorized capacity of the signer). Please check the document carefully for proper notarial wording and attach this form if required.*

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. ~~he/she/they~~, is /are) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
  - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
  - ❖ Indicate title or type of attached document, number of pages and date.
  - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document