



City of
SANTA CLARITA
 Engineering Services
 Phone: (661) 286-4060
 www.santa-clarita.com

EASEMENT

Plan Review Checklist

Applicant Contact Information				Project/Case Information	
Name	Mailing Address <i>street# & Name</i>			Master Case #:	Engineering Project No.:
Company	City	State	Zip	Site Address:	APN(s)
Email		Phone:		For City Use Only New Case # EAS	

Purpose (type) of Easement: _____

Plan check dates and status

Plan Reviewer: _____ Phone: _____

	Submitted	Returned	Status	Plan Check Notes
#1	_____	_____	_____	_____
#2	_____	_____	_____	_____
#3	_____	_____	_____	_____
#4	_____	_____	_____	_____

Notes: Corrections are required for Circle items
Provide a written response to all plan review comments

General Submittal Requirements:

- The easement is provided digitally as a polygon in AutoCAD format with reference to the property lines
- Plan review and records management fees
- The current “Dedication and Grant of Easement” form (current form) from the City’s website is being used
- The Grant of Easement form is for the correct type of easement (i.e. purpose)
- Justification for the easement is provided (i.e. conditions of approval, etc.)
- The correct case number (EAS) is included on the cover page (or space is available to write it in)
- The current assessor map
- The correct APN(s) are included on the second page
- The current title report (no more than 90 days old)
- The grantor’s name matches the title report exactly
- Documentation to justify the authorized signatory, if not an individual
- Copy of city-approved improvement plan
- Site plan showing all existing features within the easement, if they are not shown on the improvement plan.

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Legal Description (Exhibit A) and Sketch (Exhibit B) requirements:

- Both exhibits are sealed by a person licensed to perform land surveying in the State of California
- The correct header information is included on the exhibits (as provided on the current form)
- The legal description is clear and concise and is without ambiguity
- The legal description is technically correct and without typographical errors
- Copies of all record information referenced in the legal description is provided
- Record information in Exhibit A is shown on Exhibit B
- The data written in Exhibit A matches the data shown on Exhibit B
- Closure calculations are provided for the described areas, and show acceptable closure errors
- Closure calculation match the data shown on Exhibit B
- Pages are numbered for multi-page legal descriptions
- Sheets are numbered for multi-sheet sketches
- The sketch includes a correct scale (bar scale), north arrow, and legend, if applicable

Plan Reviewer will:

- Obtain preliminary approval from the Acquisition Specialist for accepting the easement
- Send request to GIS to Incorporate Easement feature into shapefile with Case No. as an attribute

After “Easement Approval”

- Applicant: obtain notarized signatures from the owner(s); obtain signatures and seals from the Professional Land Surveyor on the approved easement; and provide the original documents to the plan reviewer
- Plan Reviewer: route for internal approval and obtain signature from the City Clerk
- Plan Reviewer: notify applicant that the easement is ready to be picked up and recorded
- Applicant: record the easement with the Los Angeles County Recorder’s Office
- Applicant: return original document to the plan reviewer (original goes to the City Clerk’s Office)
- Plan Reviewer: confirm the easement polygon, with the case number as an attribute, is included in GIS
- Plan Reviewer: scan documents to be retained and attach them to the case in the “Location Based Records Management System” (recorded easement, title report, signature authority)
- Plan Reviewer: purge the paper files completely
- Plan Reviewer: change the case status to “archived”, and enter “Inst No.” and “Date Recorded” in Tidemark

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