



GUIDELINES FOR LEGAL DESCRIPTIONS AND PLATS

GRANTS OF EASEMENT AND DECLARATIONS OF DEDICATION

The following are guidelines for legal and plats associated with the processing grants of easement and declarations of dedication for public road and/or utility easements as required by the Public Works Department for conditions of approval for Tracts, Parcel Maps, Plot Plans, and other conditioned cases.

All documents will be processed through the Planning Department.

Legal descriptions and plats for slope or drainage easements required to accommodate street signs must be approved by the Planning and Public Works Departments prior to processing.

The following items are to be submitted to the Public Works Department by the Surveyor/Civil Engineer or applicant:

Note: All items submitted must include the case or map number. Any document or attachments for recording must be 8-1/2" x 11" in size.

- A. Legal description of the area to be dedicated or conveyed.
- B. Plat with the easement indicated by a bold border with a 1/2" margin on all sides.
- C. Legal description and plat must be "wet signed" and "sealed" by a Professional Land Surveyor or qualified Civil Engineer.
- D. A current preliminary Title/Record Owner Report (within 6 months).
- E. A copy of the Grant Deed and all documents/maps referenced in said plat and legal description.
- F. A check or money order made payable to the City of Glendora for the required initial deposit.

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.

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 Public Works Department, Engineering Division, will prepare the signature sheets and notify the surveyor/engineer and/or applicant once the legal description and plat has been approved.



It is the responsibility of the Surveyor/Engineer and/or applicant to have the document executed, notarized, and returned to the Public Works Department for acceptance by the City Council and for recordation.

LEGAL DESCRIPTION GUIDELINES

The following describes the requirements for legal descriptions.

- A. Legal descriptions must be on 8-1/2" x 11" paper with 1" margins.
- B. Font must be size 12 point or larger. Font must be "Arial" or similar style.
- C. **"EXHIBIT A"** (letter as appropriate) must be labeled at the bottom and center of the page in bold, and/or in a larger size font.
- D. Reference the parcel number and the type of dedication/conveyance on the line prior to the description preamble.
- E. Legal descriptions must be "wet signed," sealed, and dated by a Professional Land Surveyor or qualified Civil Engineer.
- F. Double space between each course on the legal description (begin a new paragraph with each **thence**); single space between lines within the same course.
- G. **Commencing, Beginning, Point of Beginning, True Point of Beginning, Point of Termination, Thence, etc.** must be in bold.
- H. List the area of the property being described. List the acreage to the nearest hundredth of an acre, if 1/4 acre or more. List the square footage if less than 1/4 acre (e.g., 10,890 sq. ft.).
- I. All curves must be identified as being tangent, non-tangent, etc. and must include a radial bearing if they are not a tangent curve.
- J. Do not use the terms "future," "proposed," "temporary," "to be," etc., as a reference or as part of a description.
- K. 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 hereof, by this reference."
- L. Data in the legal description shall agree with data shown on the plat exhibit(s). If associated with a final map, both legal description(s) and plat(s) shall agree with data shown on the final map.
- M. 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.
- N. Number each page of the legal description and its relation to the total number of pages at the bottom right hand area of each page.



PLAT GUIDELINES

The following describes the requirements for plats.

- A. Plats must be on 8-1/2" x 11" paper with 1/2" borders. The borders must be kept clear of any drafting or notations.
- B. Font must be size 10 or larger. Font must be "Arial" or similar style.
- C. **"Exhibit B"** (letter as appropriate) must be labeled at the bottom center of the page in bold and/or in a larger size font.
- D. Reference the project and the type of dedication/conveyance on top of the plat.
- E. 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.
- F. Number each page of the plat and its relationship to the total number of pages at the bottom right hand area.
- G. Plats must be "wet-signed," sealed, and dated by a Professional Land Surveyor or qualified Civil Engineer.
- H. Indicate the easement with a distinctive, bold, solid border/boundary and label with parcel number.
- I. Show the relationship to all existing adjoining or overlapping/intersecting easements.
- J. 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.
- K. Label the **POB, POC, TPOB**, etc., in **bold** on the plat.
- L. All plats shall have a north arrow and scale.
- M. The plat shall be oriented with north to the top or left side of the page. 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.
- N. Do not use the terms "future," "proposed," "temporary," "to be," etc., as a reference or as part of a description on the plat.
- O. A vicinity map is required unless the nearest cross-streets are shown on the plat.
- P. Use details when necessary.
- Q. Each 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 to avoid cluttering.
- R. 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.
- S. 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.