



City of Adelanto

Department of Public Works Engineering

Right-of-Way Dedication (RWD)

INSTRUCTIONS TO APPLICANT

The applicant must complete the attached form as prescribed, and all of the following information must be attached before it can be accepted for filing and processing by the Department of Public Works Engineering.

- A) Application deposit of \$650 – Checks should be made payable to City of Adelanto. No refunds.

Processing Costs: Per City Council resolution No. 04-62, the City operates on the basis of full cost recovery for the processing of projects. Deposits made at the time of application are estimated costs for processing of applications; however, additional deposits may be required to cover the projected costs for review of projects. If at any time deposits are insufficient to cover projected costs, processing of the project will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

- B) Preliminary Title Report - Dated within 60 days of application submission, copies of all easements documents and deeds referenced in the title report, copies of the latest grant deed for each property, copies of all record maps referenced by the title report and site map described below.
- C) EXHIBIT A – A legal description of the land being dedicated, prepared and signed by a licensed land surveyor or civil engineer registered in the State of California.
- D) EXHIBIT B – A scaled 8 1/2” x 11” reproducible “Exhibit A” must be included with the easement document, prepared and signed by a licensed land surveyor or civil engineer registered in the State of California.. The exhibit must include the following information.
1. All property boundaries and abutting streets.
 2. Nearest location of intersection of major streets.
 3. Scale indicator,
 4. North arrow,
 5. The dedication size and location, including width.
 6. All data disclosed on EXHIBIT A legal description.
- E) Minimum Width for Irrevocable Offer of Dedication – The minimum half width the City will accept for half width street dedication is as follows :

1. Local street and Local collector – 30’ wide (for a total of 60 feet wide)

2. Major collector – 40’ wide
 3. Major Arterial – 50’ wide
 4. Super Arterial – 62’ wide
 5. Highway – 65’ wide
- F) Process – Preliminary unsigned documents maybe submitted with fees and application for review by the City Surveyor prior to obtaining property owner signatures to review for completeness and accuracy. Once application and documents are submitted to the City Engineering Dept., City Staff will review the application and transmit it to the City Surveyor at So & Associates. The City Surveyor will review, comment, and return the documents to the applicant. The applicant shall then make any corrections and obtain the property owners signatures and resubmit completed documents to the City Surveyor at So & Associates. The City Surveyor shall review the documents for completeness and accuracy again. If complete and accurate the City Surveyor shall have the documents recorded. Once the City receives the recorded documents back from the County Records office, the City shall provide the applicant copies of the recorded documents.
- G) Case Number – The City shall assign the case number at the time of first complete submittal. The City assigned case number shall be included on the recorded document and on both exhibits next to the “ Exhibit “ designation – Example “ Exhibit A – Case Number # - Street Name“.
- H) Use of Street Name – A Street Name must also be used to name the proposed dedication. If the proposed dedication is a connected continuation along the same alignment of an existing City named street, then that street name may be used for the proposed dedication. If the proposed dedication is not connecting to and continuing an existing named street dedication or easement, then a name must be provided for the proposed dedication using the process in the “Street Name Approval (SNA) Application.” This process must be initiated by the applicant before the proposed dedication can be approved and recorded by the City.

PROCEDURE BY PUBLIC WORKS DEPARTMENT

The City Engineer will review all requests with and determine if the proposal meets requirements of the Subdivision Map Act.

IN REVIEWING AND ACTING UPON AN APPLICATION FOR RIGHT-OF-WAY DEDICATION, CITY ENGINEER WILL CONSIDER SUCH FACTORS AS:

1. Will the proposed project be materially detrimental to the public welfare or injurious to the property or improvements in the immediate vicinity?
2. Will the proposed project be contrary to any official plan adopted by the City Council; or to any official policies or standards adopted by the City Council as may hereafter be provided for and on file in the office of the City Clerk at or prior to the time of filing or the application hereunder;

CASE NO. _____ DATE FILED _____

Total Fees Paid _____ Receipt No. _____

Environmental Determination: CEQA Exempt per Class 5 Section 15305)

Name of Applicant				Phone	
Address					
City		State		Zip Code	
Name of Representative				Phone	
Address					
City		State		Zip Code	

[Applicant is the person requesting right-of-way dedication recordation and possibly may not be property owner.]

Proposed Name of Dedication (Street Name) _____

Location of Proposed Dedication _____

Assessors Parcel No (s). _____

Approved Denied
Signature: _____
Date: _____

Recording Requested by: _____

When Recorded Return To:

City of Adelanto
11600 Air Base Road
Adelanto, CA., 92301

TOWNSHIP _____ , RANGE _____
SECTION _____
APN: _____
Case No.: _____
Street Name: _____

IRREVOCABLE OFFER OF DEDICATION
(Govt. Code Section 7050)
No Filing Fee Due (Govt. Code Section 6103)

For a valuable consideration received, _____ hereby offers to dedicate to the City of Adelanto, a Municipal Corporation of the State of California, a right of way easement for the purposes of construction, installation, replacement, removal and use of street and highways improvements, sewers, drainage, public utilities systems, and public access in, over, upon, under, through and across the following described property in the City of Adelanto, County of San Bernardino, State of California:

SEE EXHIBIT "A" AND "B" ATTACHED TO AND MADE A PART OF THIS DOCUMENT

This Irrevocable Offer of Dedication shall remain open and in full effect until the City Council or authorized person of the City of Adelanto accepts or rejects the dedication.

IN WITNESS WHEREOF, these presents have executed this instrument this ____ day of ____, 20__

By: _____
Signature Printed name and capacity

NOTARY ACKNOWLEDGMENT

STATE OF _____
COUNTY OF _____

On _____, before me, _____, (name and title of the officer), 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 _____