



GRANT OF EASEMENT APPLICATION AND INFORMATION OUTLINE

This outline provides you with information on how to apply for a Grant of Easement. We hope that the information will be beneficial in instructing you on what information is required and what steps must be taken to review your application. The more thorough and complete the application submitted to the Town, the better we are able to serve you and help you achieve your goals.

Included is the **GRANT OF EASEMENT APPLICATION**. Should you have any questions, please contact the Public Works Department at (760) 369-6579 x308. The Public Works Department is located in the Community Development/Public Works Department building at 58928 Business Center Dr. off of Indio and Yucca Trail, north of the Monterey Business Center. You may visit our website for additional information at:

<https://www.yucca-valley.org/our-town/departments/public-works-engineering>

What is a Grant of Easement

A Grant of Easement is a dedication of public right-of-way or utility easement.

The Town of Yucca Valley may require a property owner to dedicate a portion of their property(ies) as part of the Conditions of Approval required for development or improvement of the property. This dedication is in accordance with Town of Yucca Valley Municipal Code Chapter 9.30, in conjunction with the Town's General Plan to obtain the ultimate right-of-way necessary for the current roadway designation abutting said property(ies).

How do I submit my Grant of Easement?

Once the applicant has completed the submittal requirements list, the application and exhibits must be submitted via flash drive or email to vledua@yucca-valley.org. Exhibits are sent to the Town Engineer for review and approval.

How long does the review of exhibits typically take?

The initial review process takes a maximum of thirty (30) calendar days, re-submittals take a maximum of twenty (20) calendar days, and it typically takes two (2) revisions before exhibits are approved. Revisions will be sent directly to the applicant and/or Engineer/Land Surveyor.

Town of Yucca Valley
Public Works Department
58928 Business Center Dr
Yucca Valley, CA 92284
760 369-6579 Fax 760 228-0084
www.yucca-valley.org

What are the next steps once exhibits are approved?

Once exhibits are approved, staff will provide the Grant of Easement form to be completed, notarized and submitted (in-person) along with the approved exhibits containing the qualified professional's stamp and wet signatures. The Grant of Easement form and exhibits will be sent to the Town Manager for final approval and signature before being sent to the San Bernardino County Recorder's Office for recordation. A copy of the recorded document will be provided to the applicant for their records.

Grant of Easement Fees

The review fee to process a Grant of Easement application is \$468.00. In the case applicants are requested to submit a Grant of Easement application as part of plan check corrections, the review fees may be waived.

Submittal Requirements

To apply for a Grant of Easement, the following steps shall be taken along with the completed application form:

- Grant of Easement exhibits must be submitted via flash drive or email to vledua@yucca-valley.org at the time Grant of Easement applications are submitted.
- The exhibits must be prepared by a licensed Land Surveyor or by a Registered Engineer that is licensed before January 1, 1982.
- Grant of Easement review fees are due at the time the application is submitted. Cash, check, or credit card payments are accepted, with the exception of American Express credit cards. Payments can be made over the phone by calling (760) 369-6579 Ext. 308.



Grant of Easement Application

(FOR TOWN USE ONLY)

Date Received _____
By _____
Fee _____
GOE # _____

General Information

Property Owner _____ Phone _____
Mailing Address _____ Email _____
City _____ State _____ Zip _____

Dedication Information

Public Right-Of-Way _____ (Road Name) Public Easement _____ (Utility Type)

Description of Dedication: _____

Dedication Address: _____

Legal Description: Lot: _____ Tract Map/Parcel Map: _____ MB: _____ PGS: _____

Assessor Parcel Number: _____ - _____ - _____ SEC: _____ TSHP: _____ RNG: _____

Street Classification: Residential Collector Arterial Industrial

Existing Right-of-Way Width: _____ FT. Existing Street Width: _____ FT.

Private Development E-File No.: _____ Conditions of Approval Issued: _____