

**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
LAND DEVELOPMENT DIVISION**

Dedication of Easement by Separate Instrument

Easements not dedicated by the Final Tract or Parcel Map must be done by separate instrument. To dedicate easements by separate instrument, submit the following information for review and preparation of easement documents:

- a. Two plats of proposed easement limits clearly showing all bearings, distances, and ties. Easements must be clearly labeled and proper dedications identified. Show all existing easements in the vicinity.
- b. Two copies of written legal description of easements in question and from sketch above, signed and stamped by a Professional Land Surveyor.
- c. Two copies of traverse closure calculations.
- d. One copy of Storm Drain plans with easement area highlighted.
- e. Title report (issued within the last six months) for subject property (all applicable lots).
- f. Copies of all documents referenced in title report.
- g. Copies of vesting and other supporting documents.
- h. Copies of any referenced documents shown in the legal description.
- i. See current fee schedule for amount due.

If all information is in order, it will be forwarded to Mapping & Property Management Division for document preparation. All easement documents will be returned to the developer (or engineer) to obtain the required signatures. Upon full execution, the documents will be recorded by Mapping & Property Management Division.

Quitclaim of Excess Easement

Excess easements must be quitclaimed back to the underlying property owner. To process a quitclaim, submit the following:

- a. One copy of storm drain plans.
- b. One copy of document that dedicated the easement (Final Tract or Parcel Map or separate instrument).
- c. Title report (issued within the last six months) for subject property (all applicable lots).
- d. See current fee schedule for amount due.
- e. If only quitclaiming a portion of an easement, two copies of a plat showing the limits to be quitclaimed with all bearings, distances, and ties and two copies of written legal description signed and stamped by a Professional Land Surveyor.

If all information is in order, it will be forwarded to Mapping & Property Management Division for document preparation. All easement documents will be returned to the developer (or engineer) to obtain the required signatures. A letter will then be sent to the Board of Supervisor's for adoption. Upon full execution, the documents will be recorded by Mapping & Property Management Division.

Quitclaim of Easement from City to LACFCD

Easements dedicated to the City must be quitclaimed to LACFCD prior to the transfer of the storm drain for operation and maintenance. To process a quitclaim, submit the following:

- a. One copy of storm drain plans.
- b. One copy of document that dedicated the easement (Final Tract or Parcel Map or separate instrument).
- c. See current fee schedule for amount due.
- d. If only quitclaiming a portion of an easement, two copies of a plat showing the limits to be quitclaimed with all bearings, distances, and ties and two copies of written legal description signed and stamped by a Professional Land Surveyor.
- e. Title report (issued within the last six months) for subject property (all applicable lots).

If all information is in order, it will be forwarded to Mapping & Property Management Division for document preparation. All easement documents will be returned to the developer (or engineer) to obtain the required signatures. Upon full execution, the documents will be recorded by Mapping & Property Management Division.