



TOWN OF LOS GATOS GRANT DEED OF EASEMENT PROCEDURES

Grant Deeds of Easements are reviewed according to Section 66442 of the Government Code of the State of California (Subdivision Map Act).

Processing

- 1) The applicant shall submit the following items to the Engineering Division of the Parks and Public Works Department:
 - a) Updated title reports, for the parcel(s), if the title reports are older than 90 days.
 - b) One (1) hardcopy or an electronic file (PDF) of the Completed Grant Deed for Easement Dedication signed by the property owner(s). (sample available on the Town's website)
 - c) One (1) copy and an electronic file (PDF) of the legal description of the easement, labeled "Exhibit A". This document must be wet stamped by your Licensed Land Surveyor or Registered Civil Engineer.
 - d) One (1) copy and an electronic file (PDF) of a map, 8-1/2" x 11", suitable for reproducing and recording, showing the parcel configuration and extents of the new easement. Label the map "Exhibit B." This document must be wet stamped by your Licensed Land Surveyor or Registered Civil Engineer.
 - e) One (1) copy and an electronic file (PDF) of the closure calculations.
 - f) One (1) copy and an electronic file (PDF) of any maps referenced in the title reports or legal descriptions.
 - g) Engineering Division review and processing fee.
- 2) The Engineering Division and Town Surveyor will review the legal descriptions, map and title reports, and prepare a document entitled "Town Surveyor's Statement".
 - Any corrections that must be made will be sent to your Licensed Land Surveyor or Registered Civil Engineer, and corrected documents resubmitted.
- 3) The Engineering Division will prepare a document entitled "Certificate Accepting Grant Deed".
- 4) The Town Engineer and Town Attorney will sign the Certificate Accepting Grant Deed once the legal description and map documents have been reviewed and approved by the Engineering Division staff.
- 5) The Town Clerk's Office will send the documents to your title company with instructions for recording.

Additional Information

- 1) Legal description and map of the new easement shall be prepared by a Registered Civil Engineer or Licensed Land Surveyor, Per Sections 6731 and 8726 of the California Government Code, these are the only persons authorized to prepare such documents.
- 2) Your title company should provide you with new Grant Deeds for the new easement and arrange for the recording of these documents.