



## TOWN OF LOS GATOS

### GRANT DEED OF RIGHT-OF-WAY PROCEDURES

Grant Deeds of Right-of-Way for individual single-family residential lot dedications are reviewed according to Section 66475 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 Right-of-Way Dedication signed by the property owner. (sample available on the Town's website)
  - c) One (1) hardcopy or an electronic file (PDF) of the legal description of the right-of-way dedication, labeled "Exhibit A". This document must be wet stamped by your Licensed Land Surveyor or Registered Civil Engineer.
  - d) One (1) hardcopy or 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 right-of-way dedication. Label the map "Exhibit B." This document must be wet stamped by your Licensed Land Surveyor or Registered Civil Engineer.
  - e) One (1) hardcopy or an electronic file (PDF) of the closure calculations.
  - f) Copies 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 right-of-way dedication 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 right-of-way dedication and arrange for the recording of these documents.
- 3) Subdivisions shall dedicate right-of-way via parcel or final map, whichever is applicable.