PUBLIC RIGHT-OF-WAY
EASEMENT DEDICATION APPLICATION

Submit this form to:
In person: Public Works Counter, City Hall, 1685 Main St, Rm 116, Santa Monica, CA 90401
Via email: pwpermits@smgov.net

Questions?
Contact the Engineering and Street Services Division in person or via email (above) or by calling (310) 458-8737.

CONTACT PERSON
All correspondence will be sent to the Contact Person.
☐ Same as Applicant (leave section below blank).

Name: _______________________________________________________________________________
Organization: __________________________________________________________________________
Address: _____________________________________________________________________________
City: ________________________ State: ___________ ZIP: ____________________________
Email: _______________________________________________________________________________
Phone: _______________________________________________________________________________

Description of proposed easement dedication:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Building Permit Number(s) Related to this Dedication (XXBLD-XXXX): __________________________
_____________________________________________________________________________________

Planning Cases Related to this Dedication (XXENT-XXXX): _________________________________
_____________________________________________________________________________________

For City Use
Dwg. No.: City ID: Received By: Date Submitted:
### REQUIRED DOCUMENTS

One (1) copy of the following documents are required as part of this application:

1. This application, completed and signed.
2. A title report dated within the past 90 days. The legal description provided in the title report will be referenced in the easement agreement as **Exhibit A**. The fee owner will be listed as the Grantee in the easement agreement.
   a. If the fee owner is a corporation/company, provide the Articles of Incorporation or other supporting documentation for the person that will be authorized to sign the easement agreement.
3. **Exhibit B**: A legal description prepared by a licensed land surveyor on 8.5" x 11" City title block describing the area proposed to be dedicated to the City.
4. **Exhibit C**: A plat map prepared by a licensed land surveyor on 8.5" x 11" City title block showing the area proposed to be dedicated to the City.
5. All documents referenced in Exhibits A and B (e.g., resolutions, tracts maps, etc. recorded with Los Angeles County)

An AutoCAD template of the City title block is available on the Civil Engineering website at [smgov.net/engineering](smgov.net/engineering).

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### CERTIFICATION

I declare under penalty of perjury (under the laws of the United States of America) that the information disclosed in this application is true and correct.

_____________________________  ______________
Signature     Date

__________________________________________________
Print Name and Title