

**APPLICATION PROCEDURE
FOR
DEDICATION OF PUBLIC RIGHT-OF-WAY
OR PUBLIC EASEMENT
(UPDATED AUGUST 2020)**

The City of Palm Springs 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 City of Palm Springs Municipal Code 93.09.00.D.1, in conjunction with the City's General Plan to obtain the ultimate right-of-way necessary for the current roadway designation abutting said property(ies).

FROM APPLICANT

1. Submit the attached Right-of-Way/Public Easement Dedication application with applicable information filled in.
2. Submit signed and notarized Owners' Affidavit for property adjoining dedication area.
3. Submit a Grant Deed containing Assessor's Parcel Number and property legal description.
4. A Document Transfer Tax Affidavit (DTTA) is required by Riverside County Recorder-Assessor to be filled out and signed by the Owner. Form will be submitted at the time of recording. Signature DOES NOT require a notary acknowledgement.
5. Please check the City website for the latest fee amount. Please call the Engineering Services department to pay the fee with a credit card. If you want to pay by check, you must mail check and all paperwork to:

City of Palm Springs Engineering Services
3200 Tahquitz Canyon Way
Palm Springs, CA 92262
RE: Right-of-Way Dedication Application

FROM THE ENGINEER/SURVEYOR

NOTE: Registered engineers CANNOT prepare and seal a legal description unless they are licensed BEFORE January 1, 1982 (registration number must be lower than 33965).

EXHIBIT "A":

- a. Approved METES and BOUNDS legal descriptions of proposed public right-of-way or public easement, labeled as EXHIBIT "A".
- b. Closure reports for dedication configuration.

EXHIBIT "B":

- a. Plat labeled as EXHIBIT "B" 8-1/2" X 11" plat, on city form, prepared by a qualified professional (see NOTE above) that will show dedication described in Exhibit "A" using DWG/PDF borders from our [website](#) under DRAFTING STANDARDS..
- b. Bearings and distances will be shown sufficient to clearly indicate the proposed dedication. Tables may be used if so desired.
- c. Existing edge of pavement or curb, gutter, sidewalk, and all existing structures within proposed right-of-way/easement with dimensions to nearest lot lines.

- d. Location map of site within City of Palm Springs showing nearest intersecting major thoroughfares.
 - e. North arrow, pointing up or to the right with scale of drawing. Scale must be sufficient to clearly show what is being contemplated. Use engineer's scale only.
 - f. Show final square footage and acreage for area of dedication.
6. Additional street improvement or landscape plans may be required if requested by the City Development Engineer.

SUBSEQUENT SUBMITTALS: Corrections should be submitted through the SharePoint LINK provided to the consultant by the City Plan Checker via email.

FINAL SUBMITTAL: 1 set of original legal descriptions and exhibits signed and sealed by qualified professional and submitted to City Plan Checker for final sign-off.

FOR INTERNAL ROUTING

1. Applicant/consultant will email application and required paperwork to the Palm Springs Engineering Department at engineering-submit@palmspringsca.gov.
2. The City will contact applicant/consultant to process application fee, if it has not been paid (See 5.). Once fee is processed, the City will forward the required paperwork and application to City Plan Checker for review and comment.
3. Plan Checker will email to the consultant (see Account Setup) with a link to download the review comments and redlines. Consultant will address comments and upload new documents per the link on the same email. **This process will repeat as needed until all plan checker comments are completely addressed.**
4. City will email document to the Consultant/Owner for notarized signature on Grant Deed.
5. After the consultant has addressed all review comments, the plan checker will email a signed approval letter to consultant.
6. The consultant will transmit sealed and signed original documents to the Plan Checker as per their instructions. They will mail original signed Grant Deed and Riverside County forms to the City. The Plan Checker will mail final Exhibits "A" and "B" documents to the City.
7. The Senior Engineering Associate will submit the signed dedication package to the City Clerk with instructions to prepare a signed City acceptance letter.
8. The City Clerk will transmit final signature documents to Riverside County Recorder. The City will email the consultant/owner recorded documents after they are recorded, and retain original recorded documents in their archives.



City of Palm Springs Engineering Services Department
APPLICATION FOR DEDICATION OF
PUBLIC RIGHT-OF-WAY OR PUBLIC UTILITY
EASEMENT

APPLICANT INFORMATION:

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

PHONE: (____) _____ EMAIL: _____

DEDICATION INFORMATION:

PUBLIC RIGHT-OF-WAY _____ PUBLIC EASEMENT _____
(ROAD NAME) (UTILITY TYPE)

DESCRIPTION OF DEDICATION: _____

LEGAL DESCRIPTION: LOT _____ TRACT MAP/PARCEL MAP _____ MB _____ PGS _____

ADDRESS OF DEDICATION AREA: _____

ASSESSOR'S PARCEL NO. _____ - _____ - _____ SECTION _____ TOWNSHIP _____ RANGE _____

STREET CLASSIFICATION: RESIDENTIAL COLLECTOR SECONDARY MAJOR

EXISTING RIGHT-OF-WAY WIDTH: _____ FT. EXISTING STREET WIDTH: _____ FT.

PRIVATE DEVELOPMENT E-FILE NO. _____ CONDITIONS OF APPROVAL ISSUED: ____/____/____

THIS PORTION FOR CITY STAFF ONLY

THIS APPLICATION MUST ACCOMPANY: OWNER'S AFFIDAVIT, LEGAL DESCRIPTION, PLAT OF DEDICATION AREA, AND PROCESSING FEE, BEFORE AN ENGINEERING SERVICES FILE NUMBER WILL BE ASSIGNED.

AMT. PAID _____ CC RECEIPT NO. _____ CHECK NO. _____

SUBMITTAL DATE: _____ STAFF INITIALS: _____ ENG. FILE NO. R- _____ - _____

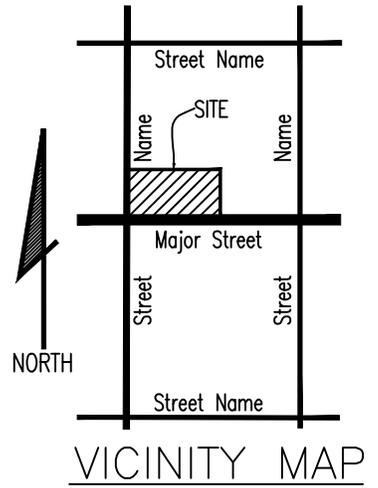
EXHIBIT "A"

RIGHT-OF-WAY/EASEMENT DEDICATION
APPROVED LEGAL DESCRIPTION
R YY-XX

LEGAL DESCRIPTION OF DEDICATION

SAID ABOVE DESCRIBED AREA CONTAINS _____ S.F. (____ AC.),
MORE OR LESS, AS SHOWN ON EXHIBIT "B" ATTACHED HERETO AND
BY REFERENCE MADE A PART THEREOF. SUBJECT TO ALL
COVENANTS, RIGHTS, RIGHTS-OF-WAY AND EASEMENT OF RECORD.

EXHIBIT "B"



CITY OF PALM SPRINGS ENGINEERING SERVICES

APPROVED:

DATE
7648
P.L.S.

ERIK HOWARD, Engineering Resources Inc.

LEGAL DESCRIPTION:

SEE EXHIBIT "A"

DRAWN BY: XXX	SCALE: 1"=XX'	CPS FILE NO. R XX-XX
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CHECKED BY: XXX	DATE: XX/XX/XX	SHEET NO. 1 OF X
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