



# City of San Bernardino

Community and Economic Development – Real Property Division  
290 North D Street, San Bernardino, CA 92401  
(909) 384-5366

## REQUEST FOR: DEDICATION OF RIGHT OF WAY

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

### ***PLEASE PREPARE AN EASEMENT DOCUMENT FOR:***

- ☐ Street Purposes

Additional Dedication of: \_\_\_\_\_ Feet

Ultimate Right-Of-Way Width: \_\_\_\_\_ Feet

Corner Radius To Be Acquired: \_\_\_\_\_ Feet

- ☐ Drainage Purposes

- ☐ Sewer Purposes

- ☐ Landscaping Purposes

- ☐ Other: \_\_\_\_\_

### **THE FOLLOWING WILL NEED TO BE ATTACHED TO THIS REQUEST:**

- ☐ Deed showing current owner and legal description
- ☐ Recent Preliminary Title Report - dated within 90 days
- ☐ Plat map identifying the location of easement and matching legal description
- ☐ Receipt or check for processing fee:
  - \$920.00 – *If legal description and plat included*
  - TBD – *If no legal description nor plat included*
- ☐ Fee waived if City project, check here
- ☐ Conditions of approval – if applicable

**Signatory Information for the Grant of Easement:**

**Point of Contact for Grant of Easement**

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

**Please note: If signing on behalf of an organization or entity, verification of signing authority will be required (Articles of Incorporation, Formation Documents, or Affidavits).**

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**Real Property Use Only:**

Date Request Received: \_\_\_\_\_

Assigned to: \_\_\_\_\_

Date: \_\_\_\_\_

File No.: \_\_\_\_\_

Request Incomplete, Returned for: \_\_\_\_\_

\_\_\_\_\_

Easement forwarded to above, or: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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