

GRANT DEED/EASEMENT DEED INSTRUCTIONS

City of Vernon

The City of Vernon from time to time requires street dedication and/or utility easements to be provided as part of development project. Below are the necessary documents that must be submitted for city review in order for the document to be processed for City Council approval.

Documents required in order to process a grant deed/easement deed:

1. Complete application. (Attachment 1)
2. Provide a completed grant deed or easement deed form. Refer to Attachment 2 for a grant deed sample. Grant deed or easement deed form must be in a recordable format and signed and notarized by the appropriate officers of the entity. Refer to Attachment 3 "Signature Requirements for City Agreements" for the required signatures.
3. When only one signature is provided, proof of the person's authorization in his sole capacity to bind the corporation or partnership shall be supplied to the City. Provide City with "Articles of Organization" or "Statement of Partnership Authority".
4. Provide the property grant deed(s) showing current ownership of all properties involved.
5. Provide title report(s) showing current ownership of all properties involved.
6. Submit a legal description prepared and wet stamped by a Land Surveyor, registered in the state of California, of the area to be deeded. Document shall be labeled "Exhibit A", "Page 1 of 2".
7. Provide recorded documents referenced in legal description.
8. Provide Closure Calculations to support metes and bounds description.
9. Submit a drawing attached to the legal description, with bearings and distances to scale and marked "Exhibit B" and "Page 2 of 2". The drawing shall be prepared and wet stamped by a Land Surveyor, registered in the State of California.
10. All Deeds will have a clause covering ingress and egress when needed.
Example:
Subject to grantor retaining street access. (Ingress and egress per City of Vernon Codes) over and across described real property.

APPLICATION FOR GRANT DEED/ EASEMENT DEED

Owner of Parcel _____

Address of Owner _____

Assessors Parcel Number (APN) _____

Address of Parcels _____

THIS REQUEST FORM SHALL BE ACCOMPANIED BY THE FOLLOWING:

- Grant deed or easement deed form – signed and notarized
- “Article of Organization” or “Statement of Partnership Authority”
- Property grant deed for all properties involved
- Title report for all properties involved
- Legal description of each parcel (“Exhibit A”) – stamped by Licensed Surveyor
- Recorded documents referenced in legal description
- Closure calculations (for metes and bounds description)
- Legal drawing of each parcel (“Exhibit B”) – stamped by Licensed Surveyor

Applicants full name (printed or typed) _____

Signature _____ Date _____

Phone Number () _____ Fax Number: _____

Surveyors Name _____ Business Name _____

Phone Number () _____ Fax Number _____

RECORDING REQUESTED BY
and
WHEN RECORDED MAIL TO:
City of Vernon
4305 Santa Fe Avenue
Vernon, CA 90058
Attn: City Clerk

MAIL TAX STATEMENTS TO:
Exempt

THE SPACE ABOVE IS FOR RECORDER'S USE

GRANT DEED

APN: _____

**DOCUMENTARY TRANSFER TAX IS NONE – NOT REQUIRED SEC. 11922
REVENUE TAXATION CODE.**

FOR VALUABLE CONSIDERATION, RECEIPT OF WHICH IS HEREBY
ACKNOWLEDGED,

(the "Grantor")

HEREBY GRANT(S) TO:

City of Vernon, a body corporate and politic (the "Grantee")

That certain real property (the "Conveyed Property"), as described in Exhibit "A" attached hereto and incorporated herein by this reference, and as more particularly shown on the map attached hereto as Exhibit "B" and incorporated herein by this reference. The Conveyed Property is a portion of the property owned by the Grantor. The property is located in the City of Vernon, County of Los Angeles, State of California.

Date: _____, 200__

"Grantor"

Name, Title

Name, Title

Signature

Signature

State of California

County of _____

On _____ before me, _____,
(Insert Name of Notary Public and Title)

personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the forgoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXHIBIT "A"

LEGAL DESCRIPTION

EXHIBIT "B"

SITE PLAN

CITY OF VERNON
SIGNATURE REQUIREMENTS FOR CITY AGREEMENTS

TYPE OF ENTITY	FIRST SIGNATURE	SECOND SIGNATURE	REFERENCE
Corporation	chairman of the board, president, any vice president	corporate secretary, assistant secretary, chief financial officer, any assistant treasurer (Note: A person can hold more than one corporate office; e.g., a vice-president can also be a secretary. That person can sign the agreement twice, if both capacities are identified.)	Corp. Code sec. 313 Corp. Code sec. 5214
Limited Liability Company ("LLC")	if managed by members – by any member if managed by manager – by a manager (Note: A member or manager may have a title such as president or vice-president)	if managed by members – not required unless otherwise provided in governing documents if managed by manager(s) – by a second manager (unless articles of organization state there is only one manager)	Corp. Code sec. 17157
Partnership	any partner, unless authority restricted in "statement of partnership authority" recorded in County Recorder's Office (for real property transactions) or filed with secretary of state (for contracts, etc.)	not required, unless "statement of partnership authority" provides otherwise	Corp. Code sec. 16301 Corp. Code sec. 16303
Limited Partnership	a general partner, subject to same exceptions for partnership	same as partnership	Corp. Code sec. 15509
Limited Liability Partnership ("LLP")	same as partnership	same as partnership	Corp. Code sec. 16955.5
Sole Proprietorship	sole proprietor	not required	n/a

Parties executing an Agreement or Contract that are not identified above must also send a copy of the corporate minutes giving such person(s) the authority to sign on behalf of the corporation.