

# 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 \_\_\_\_\_ }

County of \_\_\_\_\_ }

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

personally appeared \_\_\_\_\_  
\_\_\_\_\_

personally known to me (or proved to me 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 of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
(Notary Signature)

(NOTARY 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, <i>if both capacities are identified.</i> )	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 <i>members</i> – not required unless otherwise provided in governing documents  if managed by <i>manager(s)</i> – 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.