



CITY OF ANAHEIM
DEDICATION OF PUBLIC RIGHT-OF-WAY OR EASEMENTS

Anticipating that changes will occur in the local neighborhoods and City, and as a result of activities associated with the City's development and growth, dedications and improvements are deemed to be necessary to prevent congestion and other hazards that are related to the intensified use of the land, and to preserve the public health, safety and general welfare. (See Anaheim Municipal Code §18.40.060 et seq.)

This publication is intended to be an informal means of informing the public about a City process. The sheet is not intended to create any sort of legal obligation on the City's part. The actual process is governed by City ordinances, regulations and procedures, and the reader should make specific inquiry to the City for specific cases.

If you have any questions after you have read this information, please contact the Real Property Division at 714-765-5176.

SUBMITTAL CHECKLIST

- Transmittal sheet or letter identifying the property owner(s), property address, telephone number, and email address of the contact person.
- Legal description and sketch of the area being dedicated. Both the legal description and sketch need to be stamped by a licensed land surveyor or registered civil engineer.
- A copy of the owners Grant Deed or Title Report.
- A check made payable to the City of Anaheim for the processing of the deed. The sum required for deed processing is specified in the Public Works Fee Schedule.

http://www.anaheim.net/depts_servc/pub_works/dev_svc/fee_sched.html

HOW YOUR DEED WILL BE PROCESSED

The steps involved in reviewing the dedication are summarized below:

1. Usually within five days after submittal of the items listed on the submittal checklist, the Real Property Division will review the submittal for completeness. If the submittal is complete, the information is formally accepted for processing and continues through the review process. If the application submittal is incomplete and additional information or clarification is required, you will be notified in writing. Until the application is deemed complete, it will not proceed through the process.
2. After the submittal is deemed complete, the Real Property Division will prepare an Easement Deed and return it to the individual on file listed as the contact person. The deed will need to be executed by the property owner(s) before a notary public. After the deed has been executed, you are required to return the original to the Real Property Division. Do not record the deed, as it must first be accepted by City Council.

3. Upon receipt of the original executed deed, the Real Property Division will obtain a city deed number and complete the staff report that includes a staff recommendation on the acceptance of the deed by City Council.
4. At the City Council meeting, the City Council will take action to either accept or reject the deed. If the City Council accepts the deed, the deed will be certified by the City Clerk, and recorded with the Orange County Recorder's Office. Upon receipt of the recorded deed, the Real Property Division will forward a copy to the applicant and the file will be deemed complete.