



CITY OF CAMPBELL
Public Works Department

STREET / EASEMENT DEDICATION APPLICATIONS
ENGINEERING APPLICATION CHECKLIST

(Download at <https://www.campbellca.gov/DocumentCenter/View/430>)

This Engineering Application Checklist (“Checklist”) is intended to facilitate the submittal of a Street or Easement Dedication (“Dedication”) application to the City of Campbell Engineering Division. Dedication applications are typically submitted to implement a Condition of Approval from a Planning or Building permit, or after a detailed discussion with Engineering staff to ensure the proposal is feasible. If you need additional assistance, please contact the Engineering Division at (408) 866-2150.

APPLICATION TYPES

Under specific circumstances property owners may be required to dedicate land or easements to the City of Campbell. When this is required the owner needs to hire a Licensed Land Surveyor or Registered Civil Engineer licensed to do survey work to prepare the dedication documents (i.e. the legal description and plat map). The legal description is the description, in words (also referred to as metes and bounds), of the land or easement to be granted to the City. The plat map is the “picture” that shows the land to be granted with respect to the property, streets, etc.

APPLICATION TYPES	
APPLICATIONS	DESCRIPTION
■ Easement Dedication	■ Used to dedicate easements such as Public Utility Easements (PUE), Public Service Easements (PSE), Sidewalk Easements, Storm Drainage Easements, etc. – The land underneath the easement is still owned by the property owner.
■ Street Dedication	■ Used to dedicate street right-of-way to the City of Campbell. These dedications are in “Fee” meaning that the land underneath the street will be owned by the City of Campbell.

Note: If there are any questions, please contact the Public Works Land Development team at (408) 866-2150.

DIGITAL SUBMISSION REQUIRED

The City of Campbell utilizes an online permit system called MyGovernmentOnline (“MGO”). **All applications must be electronically submitted through the MGO system**, accessible at <https://campbellca.gov/pwmggo>. Before you submit an application for the first time, you must create a user account. For more information, please visit the City’s Application Center at <https://www.campbellca.gov/1050/>. MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system. Questions related to the application submittal requirements specified by this Checklist should be directed to the Engineering Division at (408)

866-2150 or publicworks@campbellca.gov. If you require accommodation, there is a public kiosk in City Hall that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Checklist, all application materials must be provided electronically; if you wish to use the public kiosk you must bring your application materials on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

When applying in MGO, please select the Application Type: "Map Review – Street/Easement Dedication"

ENGINEERING REVIEW PROCESS

Once an application is deemed complete, City staff reviews the completed application and related documents for technical accuracy and acceptable format for recording. Upon completion of City review, the applicant will be notified of any necessary corrections and revisions. Applicant will make said corrections and resubmit the documents to the City for review.

Once all documents meet the City's requirements, the Engineering Division will prepare:

- Grant of Easement or Grant Deed - This is the legal document that will be signed by the property owner and notarized to dedicate the easement or right-of-way to the City of Campbell.

The applicant will include a wet signed and stamped copy of the legal description and plat from their Surveyor in this document and return the complete original set to the City for approval and recordation. Once recorded, City staff will e-mail the applicant a copy of the recorded document for their records. The applicant is responsible to have all deeds of trust and mortgages modified to correspond to the new lot lines.

LEGAL DESCRIPTION AND PLAT MAP REQUIREMENTS

The legal description and plat shall be prepared and signed by a qualified Registered Civil Engineer or Land Surveyor pursuant to the Professional Land Surveyor's Act. The documents must comply with the requirements below.

Legal Description and Plat Map Requirements

1. Provide all bearings and distances appropriate for the description and clarity.
2. Area, in square feet, to be indicated on plat and legal description of the are to be dedicated.
3. Remainder area, in square feet, to be indicated on plat and legal description.
4. Existing designations such as lot number, subdivision number and the subdivision recording date.
5. All existing and proposed easements for public and private purposes.
6. Abutting lot recording information.
7. Abutting streets, alleys, centerlines, right-of-way, and widths.
8. **Identify the basis of bearings on plat and legal description (provide record map/document).**
9. Legal description and closure calculations **to read clockwise.**
10. Vicinity map, if necessary.
11. North arrow and scale.
12. Legal description shall be titled "Exhibit A, Legal Description".
13. Stamped and signed Engineer/Surveyor seal on plat and legal description(s).
14. Other pertinent information needed for clarity (City plan check may ask for further information).

Please note: Samples from previously approved projects can be provided on request to assist the Surveyor in understanding what is expected. *A picture is worth a thousand words.*

REQUIRED APPLICATION MATERIALS

Upon submittal to the MGO system, a staff member will review your uploaded materials for general adequacy with specifications stated in the table, below, as well as with the additional requirements provided in the following sections. If the required Application Materials are missing, clearly inadequate, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted or rejected. Further, please be advised that the submission of Application Materials, including when responding to a notice of incompleteness, must be provided all together and cannot be piecemealed.

#	REQUIRED APPLICATION MATERIALS
<i>(provide as separate documents)</i>	
1.	Request Letter prepared and signed by the applicant detailing the purpose of the proposed dedication. If the dedication was a condition of approval of a Planning or Building permit, please reference that as well.
2.	Preliminary Title Report prepared by a title company for all properties involved. Must be dated within six (6) months of application date. For smaller projects, a "Condition of Title Guarantee" may be acceptable in-lieu of a full title report.
3.	Legal Description and Plat Map prepared in accordance with the requirements previously listed in this handout under "Legal Description and Plat Map Requirements".
4.	Closure Calculations that are computer generated and verify the closure/area calculations for all descriptions. Indicate degree of accuracy.
5.	Grant Deeds and Reference Maps used to prepare the plat and legal description(s). Must include current grant deeds for all properties involved.
6.	Acknowledgement Statement (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.

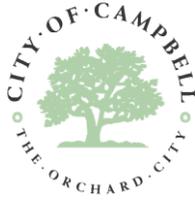
APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application materials must be provided electronically in [Adobe PDF](#) (unlocked) format (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table on the following page.** Please do not add dates, numbers, acronyms, special characters (!, @, #, \$, %, ^, &, ", ", and *), version numbers or prefix numbers to the file names. Please also ensure that the Project Plans, inclusive of all required sheets, **are combined into a single PDF file.** Separate PDF files will not be accepted and will result in rejection of your application.

REQUIRED FILE NAMING FORMAT	
Required Material <i>(one PDF file for each item)</i>	Required File Name Format <i>(label each file exactly like this)</i>
■ Request Letter	■ Request Letter
■ Preliminary Title Report	■ Title Report
■ Legal Description and Plat Map (inclusive of legal description, plat map, closure calculations, and referenced deeds and maps)	■ Plat and Legal (Submittal #) <i>Example: Plat and Legal (Sub 1)</i>
■ Closure Calculations	■ Closure Calculations
■ Grant Deeds and Reference Maps	■ Deeds and Maps
■ Acknowledgement Statement	■ Acknowledgement Statement

APPLICATION FEES

Payment of application fees is required prior to processing your application. Once your application has been reviewed and found to be complete, staff will generate an invoice for the application fees and e-mail it through the permitting system. Failure to pay in a timely manner may result in your application being removed from the application queue (rejected), requiring a new application to be submitted. The application fee schedule is available at <https://www.campbellca.gov/160/Fees>. Please note that the City charges a 3.36% processing fee for all credit card transactions and a 1% processing fee for all ACH (electronic check) transactions. Cash or check payments may be made at the City Finance Department at no additional cost.



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ACKNOWLEDGEMENT STATEMENT

Please read carefully. These are legally binding statements that may warrant consultation with legal counsel and/or a translator prior to signing. Misrepresentation may result in revocation of an issued building permit. Signature by the Applicant (or contractor), and Property Owner (or a duly authorized individual who may sign on behalf of a corporation, non-profit organization, limited liability company, joint partnership, homeowner associations, etc.) constitutes acknowledgment and/or acceptance of the following by all parties:

- (1) The City of Campbell is granted release to copy and reproduce electronically, in whole or in part, drawings and all other materials submitted with this permit application for the City’s regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the [California Public Records Act \(CPRA\)](#);
- (2) All notices and communications may be provided electronically via email or through the MGO system. This acknowledgement constitutes a voluntary and knowing waiver to receive a physical copy of any such correspondence;
- (3) An application to Public Works is not deemed submitted until all required materials have been confirmed received and all application fees have been paid;
- (4) If the Public Works application involves construction activities, then the contractor shall maintain their required license and bond in good standing with the Contractors State License Board, a current City of Campbell Business License, and all City required insurance coverage during the entirety of construction activity;
- (5) Issuance of a Public Works permit shall not be construed to be an approval of a violation of any local, State, or Federal laws; a permit issued in error under such circumstance shall be considered void;
- (6) Construction activity shall occur in compliance with the time and noise limitations specified in the Special Provisions of the approved permit, as well as with local and State air quality and stormwater protection requirements;
- (7) Revisions to approved construction plans must receive prior City approval. Construction performed not in compliance with approved construction plans may result in the constructed improvements being rejected and requiring reconstruction; and
- (8) The information submitted with the permit application is true and correct to the best of my knowledge.

ATTEST:

APPLICANT ACKNOWLEDGEMENT

Name:	Title (if applicable):	Signature:	Date:
_____	_____	_____	_____

PROPERTY OWNER ACKNOWLEDGEMENT

Name:	Title (if applicable):	Signature:	Date:
_____	_____	_____	_____

Company (if applicable):
