



**Public Works Department
70 N. First Street
Campbell, CA 95008
(408) 866-2150**

STREET / EASEMENT DEDICATION

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.

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.

Please note that beginning January 2020, all Public Works applications shall be submitted electronically through the new on-line permitting system known as MyGovernmentOnline and available here: <http://www.campbellca.gov/1050/Applications-Center>

All files shall be uploaded at time of application and be labeled appropriately. **If a document is comprised of multiple pages or sheets, please combine them all into one PDF file, orientated such that it is readable without requiring subsequent rotation of the pages.**

Once staff has reviewed the on-line submittal and found it to be complete, an invoice for the application fees will be created and an in-person appointment will be scheduled with the applicant to complete the submittal. Payment of application fees will be expected at time of appointment.



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LEGAL DESCRIPTION, PLAT MAP & SUBMITTAL REQUIREMENTS

The plat shall be drawn in a manner acceptable to the City Engineer and County of Santa Clara for recording. All sheets shall be on 8 ½” x 11” sheets. The following shall be required for the submittal:

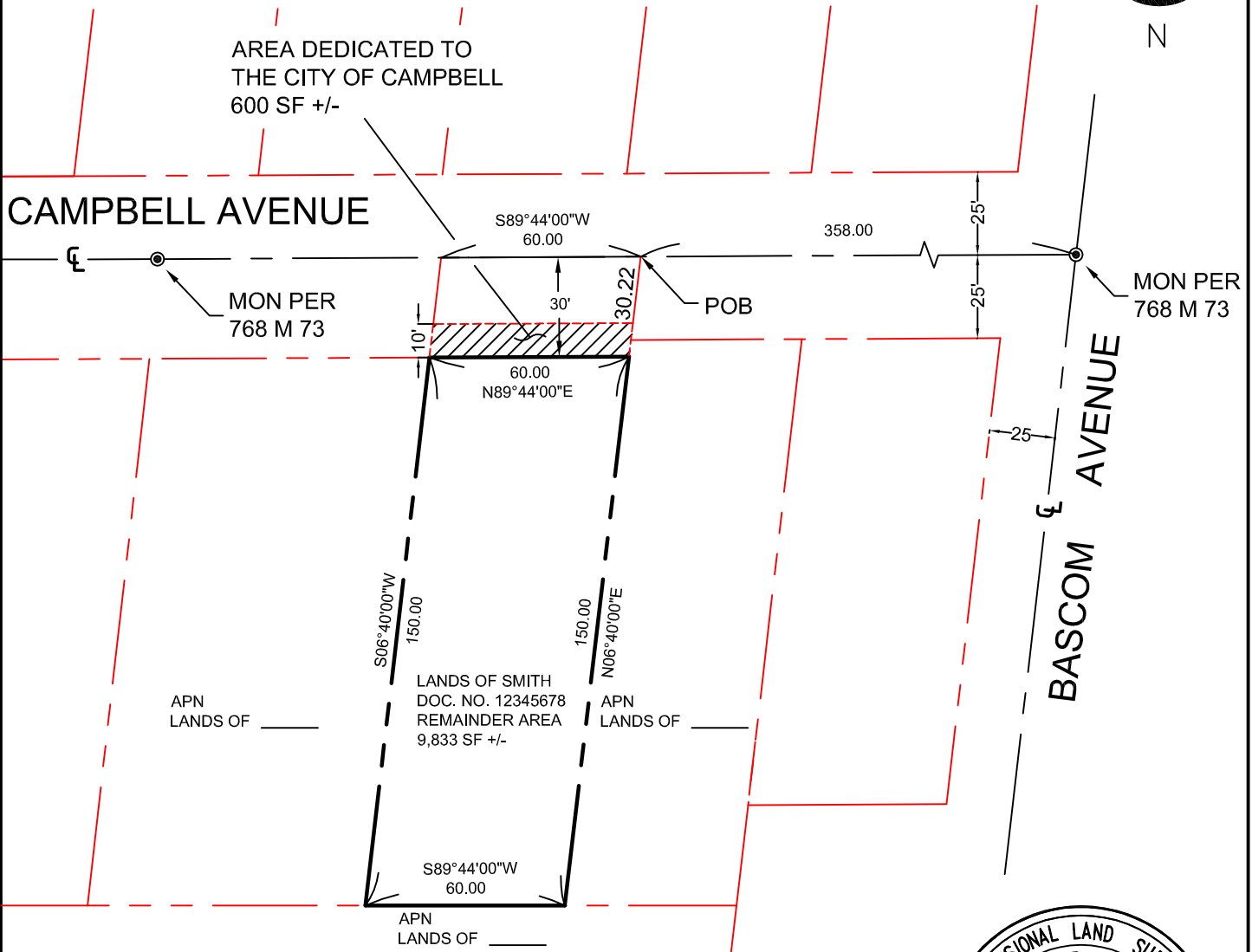
Legal Description and Plat Map Requirements:

1. All bearings and distances appropriate for the description and clarity.
2. Dedication/vacation area, in square feet, to be indicated on plat and legal description.
3. For dedications/vacations, remainder area/new area of parcel, in square feet, to be indicated on plat.
4. Existing designations such as 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. Identify 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. North arrow and scale.
11. Legal description shall be titled “Exhibit A, Legal Description”.
12. Wet stamped and signed Engineer/Surveyor seal on legal description and plat.
13. Vicinity map, if necessary.
14. Other pertinent information needed for clarity. (City plan check may ask for further information.)

Submittal Requirements:

1. Make Street/Easement Dedication Application via City On-line portal (MGO) for “Map Review – Street/Easement Dedication”.
2. Upload PDF file of plat map and legal description.
3. Upload PDF file of computer generated closure/area calculations to verify all descriptions. Indicate degree of accuracy.
4. Upload PDF file of all referenced maps and documents used for description and plat map. All deeds shall be combined into one PDF file and all maps combined into a separate PDF file.
5. Upload PDF file of proof of ownership (grant deed, title report or other proof).

SAMPLE: STREET DEDICATION



BASIS OF BEARINGS

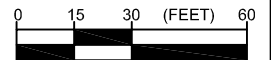
THE BEARING OF SOUTH 89° 44' WEST, BETWEEN THE MONUMENTS ALONG CAMPBELL AVENUE, AS SHOWN ON THAT CERTAIN PARCEL MAP, BOOK 768 PAGE 73, SANTA CLARA COUNTY RECORDS, WAS TAKEN AS THE BASIS OF BEARING FOR THIS SURVEY.

LEGEND

- EX PL
- PL
- POB ●
- FOUND MONUMENT
- ▨ AREA DEDICATED



LOT AREA	
EXISTING	10,433 SF
PROPOSED	9,833 SF



ROBERT LAND SURVEYING, INC.
123 CAMPBELL AVE
CAMPBELL, CA 95008
(408) 123-4567



EXHIBIT B

PLAT TO ACCOMPANY LEGAL DESCRIPTION FOR STREET DEDICATION LANDS OF _____

SCALE: 1" = 50'

DATE: 4/16/2014

SHEETS: 1 OF 1

DWG BY:
CHK: