



CITY OF VISTA

Easement, Dedication and Covenant Submittal Requirements

Submittal appointment with Land Development Division is required. Incomplete submittal will not be accepted.

Planning Case Number: P _____ - _____

Date: _____

JOB ADDRESS, APN: _____

ENGINEER OF WORK (Name, Address, Phone, Email):

OWNER (Name, Address, Phone, Email):

SUBMITTAL STANDARDS

- All exhibits shall be in a pdf format, with a graphic scale, and rotated so that the pages read upright.
- exhibits shall be combined into one complete set, no individual sheet submittals
- save files in black and white
- files must be unlocked and unprotected.
- zip files are not accepted.
- Legal Description and plat maps for a single parcel may be combined, multiple parcels, maps and other documents must be submitted as a separate pdf file for each document (e.g. deeds, maps, existing easements, title reports, traverse closures, reports, etc.)

PROVIDE COMPLETE DIGITAL SUBMITTAL of the following through file sharing link or USB drive, plus **HARD COPIES** as noted.

- This Submittal Checklist**
- (Digital + 1 copy) **Transmittal Letter** from Engineer of Work listing all items been submitted
- (Digital + 2 copy) Legal Description of easement, dedication or covenant. Legal description shall be on an 8 ½” X 11” sheet, typewritten, and labeled “Exhibit A.” For Covenants, Exhibit A is the legal description for the burdened property and Exhibit B is the legal description for the benefitting property.
- (Digital + 2 copy) Plat, each on a separate 8 ½” X 11” sheet labeled “Exhibit B.” For Covenants, the plat will be label Exhibit C. Each Plat should:
 - Be prepared, signed, and stamped by a Professional Land Surveyor (PLS) or Registered Civil Engineer (RCE) with registration number of 33965 or lower.
 - Provide a vicinity map indicating the location of the project if not identifiable by existing street intersection on Plat.
 - North Arrow, scale, page number(s)
 - Clear dimensions along entire easement, dedication or covenant.
 - Provide vesting of granting property
- (Digital + 1 copy) Current **Title Report** less than 3 months old in **pdf with working hyperlinks**.
- (Digital + 1 copy) Vesting Deed
- (Digital Only) Map Check Traverse calculations, with bearings shown in xxx°xx'xx" format and distances shown with two significate digits (xxx.xx') with signature and seal.
- (Digital Only) Copy of all map references, records of survey, deed used to prepare the legal description and easement documents listed in the title report
- (Digital Only) Copy of documentation providing authority to sign easement, dedication or covenant, if legal entity is other than an individual (e.g., legal entity is a corporation)
- Fees - Plan check fees due upon the acceptance of 1st submittal.** Please contact city staffs for initial fee invoice and acceptable payment methods before initial submittal. Please visit [city website](#) for fee schedule as needed.
- Other: