

ENGINEERING DEPARTMENT
Irrevocable Offer of Dedication
Submittal
Check List

All of the items listed below are mandatory for a complete submittal. Your submittal will be returned, unchecked, until all required items are submitted.

SUBMIT LEGIBLE PHOTOCOPIES. FACSIMILE COPIES ARE NOT ACCEPTABLE.

1. Payment of application fee
2. 1 copy of approved "Conditions of Approval", if applicable
3. 2 copies of prepared legal description and plat. (Original signed & wet stamped copies are not needed until after the City has completed the plan checking of the documents.)
4. 2 copies of completely filled out "Easement Deed of Right-of-Way Dedication". (Original signed certificate and original acknowledgement(s) are not needed until after the City has completed the plan checking of the documents.)
5. 1 copy of "Preliminary Title Report" (not more than 30 days old)
6. 1 copy of closure calculations, if applicable
7. 1 set of supporting documents and maps- **(DOCUMENTS MUST BE LEGIBLE):**
 - Referenced record maps (full size 18"x 26" suggested)
 - Assessor's parcel map (full size 11"x 17" suggested)
 - All other documents such as deeds, lot line adjustments, easements, dedications, vacations, etc...
8. Other: _____

**ENGINEERING DEPARTMENT
Irrevocable Offer of Dedication
Exhibit "A" (Legal Description)
Check List**

1. Use font size equal to 1/10 of one inch, minimum
2. Show the net and gross acreage in acres and square feet
3. Show the sheet number
4. Show the street address at the bottom of each sheet
5. Show the date of the preparation of the document
6. Show the name of the RCE* or PLS in the signature block
7. Show the seal, expiration date and signature
8. Other: _____

*If a civil engineer prepares the documents, then their registration must be prior to January 1st, 1982.

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Exhibit "B" (Plat)
Check List

1. Use font size equal to 1/10 of one inch, minimum
2. Show and label the right-of-way line
3. Show and label the property line
4. Show the Assessor's Parcel Number
5. Show any Lot or Parcel Number that might apply
6. Show the underlying map, referenced map and/or instrument number
7. Show overall distances
8. Show bearings and distances in the same direction as the north arrow
9. Show street names and dimensions
10. Show north arrow
11. Show scale
12. Show legend
13. Show the net and gross acreage in acres and square feet
14. Show the sheet number
15. Show the street address at the bottom of each sheet
16. Show the date of the preparation of the document
17. Show the firm's name, address and phone number of person preparing document
18. Show the name of the RCE* or PLS in the signature block
19. Show the seal, expiration date and signature
20. Show all existing easements, as described in the Title Report, for reference
21. Other: _____

*If a civil engineer prepares the documents, then their registration must be prior to January 1st, 1982.

Note: Closure calculations may be required for irregular shaped easements, if deemed necessary during the plan checking procedure.

Atlas Sheet: _____
File: _____
Prepared By: _____
Checked By: _____
No. of Parcels Involved _____
Assessor's Parcel #: _____

Recording requested by City of Ontario,
and when recorded mail to:

City Clerk
City of Ontario
303 East "B" Street
Ontario, CA 91764

EXEMPT RECORDING FEES GOVERNMENT CODE SECTION 6103 & 27383 (SPACE ABOVE THIS LINE FOR RECORDER'S USE)

IRREVOCABLE OFFER OF DEDICATION

CITY OF ONTARIO, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA

GRANTOR(S)

The undersigned hereby warrant they constitute all of the owners of the real property hereinafter specifically described and hereby irrevocably offer to dedicate to the City of Ontario, or its successor agencies and assigns, forever a right-of-way easement for public street and public utilities purposes.

THE OFFER OF DEDICATION is rejected at this time. The rejection of dedication shall reserve the City's ability to accept all or part of the dedication at any later date in accordance with State law and Ontario Municipal code section 9-2.1630 and without any further action by the Offerors, which acceptance shall be recorded in the office of the County Recorder of San Bernardino County.

Until such dedication is accepted and is recorded by the City of Ontario, the City shall not be responsible for and shall incur no liability with respect to such offered right-of-way or any improvement thereon or any maintenance thereof, nor shall this offer in any way alter the present status of the described right-of-way as essentially private property until such time as there is such formal acceptance by the City of Ontario.

The provisions hereof shall insure the benefit of and be binding upon the heirs, successors, assigns and personal representatives of the respective parties hereto.

Such real property is described as follows:

SEE ATTACHED EXHIBITS "A" AND "B"

SIGNATURE(S) OF GRANTOR(S) (NOTE: ATTACH NOTARY ACKNOWLEDGMENT)

FULL NAME OF CORPORATION: _____

_____ **Print Name and Title** _____ **Signature and Date**

_____ **Print Name and Title** _____ **Signature and Date**

_____ **Print Name and Title** _____ **Signature and Date**

This is to certify that the interest in real property conveyed by the within instrument to the City of Ontario, California ("Grantee"), a municipal corporation, is hereby accepted by the undersigned officer pursuant to authority conferred by Resolution 2007-148 of the City Council adopted on December 18th, 2007, and the Grantee consents to the recordation thereof by its duly authorized officer.

CITY OF ONTARIO: _____
Louis Abi-younes P.E. / City Engineer / Date

ATTEST: _____
City Clerk