



## EASEMENT GUIDELINES

Development Services and Engineering, 1887 Howard Street, Anderson, CA 96007, 530.378.6636

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This information provides basic guidelines for preparation of Public Utility, Drainage and Right of Way Easements which are intended to be granted to the City of Anderson. City utilities and other facilities must be contained within City property, public thoroughfares, or easements granted for the purpose. An easement provides the legal basis for that utility or facility to occupy the land upon which it is to be placed. In general, each easement document should be prepared by a land surveyor or civil engineer currently licensed in California to practice land surveying.

Prior to obtaining signatures on Easement Deeds, all documents shall be submitted to the City of Anderson to check the form and content. After all corrections have been made and signatures obtained, the City will execute an Acceptance Certificate and will record the easement documents.

The attached deed samples are applicable to the situations identified in the titles on the examples. These samples depict the format currently acceptable to the City of Anderson. Easement deed forms and attachments will be reviewed by the City Engineer and the City's on-call consultant surveyors may be asked to perform the reviews on behalf of the City.

The City requires:

1. A Preliminary Title Report, no older than 90 days, for each property affected by the easement(s). (This report assures that the person(s) conveying the easement are the owner(s) of record and demonstrates any additional party interest in the property to be affected by the easement.)
2. Consents to Easement (Sample attached) must be provided for each Deed of Trust or lien holder of record indicated in the submitted preliminary title report. (Note: each consent and easement document must be properly signed and notarized.) The Shasta County Recorder requires recording fees be paid for Consents to Easements. A check made payable to Shasta County Recorder must be submitted with the final documents.
3. The current Shasta County APN must be noted on each sheet of the easement document(s).
4. A legal description (Exhibit A) of the property.
5. A well drafted (Exhibit B) must be included as part of the easement document(s). The drawing shall:
  - a. Be on 8 ½ x 11 white bond paper with a 1-inch border on the top edge, and ½-inch borders on the other three edges. All lettering to be 1/8-inch or larger.
  - b. Have a north arrow and indication of the engineer's scale used to draw the sketch.
  - c. Show the date of easement (month/year).
  - d. Depict the easement area by crosshatching.
  - e. Show the property ownership name(s) making conveyance. (Note: the names must match the submitted title report ownership vesting information.)
  - f. Show sufficient information to accurately locate the easement including ties to section corners, subdivision names (if applicable), recording information, street names, bearings and distances relevant to the location of the easement.
  - g. Include the seal and signature of the land surveyor or civil engineer authorized to practice land surveying in California.

It is understood that not all easements offered to the City will neatly fit all the foregoing criteria and that subtle variance, from that described above, may be necessary. This information is provided to give the author insight into how best to satisfy the City's easement provision criteria. This should assist in minimizing both time and cost to all parties.

RECORDING REQUESTED BY:  
City of Anderson

WHEN RECORDED RETURN TO:  
City of Anderson  
City Clerk's Office  
1887 Howard Street  
Anderson, CA 96007

**SAMPLE**

**Drainage Maintenance Easement**

APN. \_\_\_\_\_

THE AREA ABOVE IS RESERVED FOR RECORDER'S USE

## EASEMENT DEED

THE UNDERSIGNED GRANTOR DECLARES:

Documentary Transfer Tax - NONE  
City of Anderson EXEMPT - Rev. & Tax. C.A. § 11922  
NO FEE - CITY BUSINESS - Gov. Code § 6103

**FOR VALUABLE CONSIDERATION**, the receipt of which is hereby acknowledged, \_\_\_\_\_ *[use exact name(s) as they appear on the title]*, Grantor, **HEREBY GRANTS** to the **CITY OF ANDERSON**, a Municipal Corporation, Grantee, a permanent easement in and to the real property situate, lying and being in the City of Anderson, County of Shasta, State of California, described in Exhibit A and shown on Exhibit B attached and made a part hereof by reference.

**THE PURPOSE(S) OF THE EASEMENT** shall be to erect, install, construct, remove, repair, replace, reconstruct, maintain and use, for public storm drainage purposes, any and all materials, fixtures, appliances, equipment, drainage inlets and pipes to convey storm water over, along, upon, under and across the parcel of real property described in Exhibit A and shown on Exhibit B.

**GRANTOR FURTHER GRANTS TO GRANTEE** the right to:

1. Grant said easement or a portion thereof to other public agencies.
2. Review and control the planting, trimming, maintenance and/or removal of any trees or other plants within said easement; and
3. Enter upon said easement for the purpose of construction, replacement, maintenance and repair of any and all public storm drainage facilities and appurtenances within said easement. Grantee shall have the further right to pass through the contiguous real property of Grantor for access to the easement.

**DATED:** \_\_\_\_\_, 20\_\_.

ADD SIGNATURE(S) AND NOTARY FORM(S)

RECORDING REQUESTED BY:  
City of Anderson

WHEN RECORDED RETURN TO:  
City of Anderson  
City Clerk's Office  
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Anderson, CA 96007

**SAMPLE**

**Public Utilities Easement &  
Street Right of Way**

APN. \_\_\_\_\_

THE AREA ABOVE IS RESERVED FOR RECORDER'S USE

## EASEMENT DEED

THE UNDERSIGNED GRANTOR DECLARES:

Documentary Transfer Tax - NONE  
City of Anderson EXEMPT - Rev. & Tax. C.A. § 11922  
NO FEE - CITY BUSINESS - Gov. Code § 6103

**FOR VALUABLE CONSIDERATION**, the receipt of which is hereby acknowledged, \_\_\_\_\_ *[use exact name(s) as they appear on the title]*, Grantor, **HEREBY GRANTS** to the **CITY OF ANDERSON**, a Municipal Corporation, Grantee, a permanent easement in and to the real property situate, lying and being in the City of Anderson, County of Shasta, State of California, described in Exhibit A and shown on Exhibit B attached and made a part hereof by reference.

**THE PURPOSE(S) OF THE EASEMENT** shall be for street right of way, including sidewalks and appurtenances, and to erect, install, construct, remove, repair, replace, reconstruct, maintain and use, for public service purposes, any and all materials, fixtures, appliances, equipment, pipes, pipelines, wires, cables, including fiber optics, necessary for the transmission, distribution and delivery of electricity, water, sewer, storm water, gas, cable television, communications and information service utilities over, along, upon, under and across the parcel of real property described in Exhibit A and shown on Exhibit B.

**GRANTOR FURTHER GRANTS TO GRANTEE** the right to:

1. Grant said easement or a portion thereof to other public utilities or public agencies.
2. Review and control the planting, trimming, maintenance and/or removal of any trees or other plants within said easement; and
3. Enter upon said easement for the purpose of construction, replacement, maintenance and repair of any and all public storm drainage facilities and appurtenances within said easement. Grantee shall have the further right to pass through the contiguous real property of Grantor for access to the easement.

**DATED:** \_\_\_\_\_, 20\_\_.

ADD SIGNATURE(S) AND NOTARY FORM(S)

RECORDING REQUESTED BY:  
City of Anderson

WHEN RECORDED RETURN TO:  
City of Anderson  
City Clerk's Office  
1887 Howard Street  
Anderson, CA 96007

**SAMPLE**  
**CONSENT TO EASEMENT**

APN No. \_\_\_\_\_

THE AREA ABOVE IS RESERVED FOR RECORDER'S USE

**CONSENT TO EASEMENT**

**WHEREAS,** \_\_\_\_\_ is the Trustee, and \_\_\_\_\_ is the Beneficiary, under that certain Deed of Trust dated \_\_\_\_\_ and recorded on \_\_\_\_\_ as Instrument No. \_\_\_\_\_, Official Records of Shasta County ("Deed of Trust"); and

**WHEREAS,** the owner of the property as described in the Deed of Trust, \_\_\_\_\_, has executed an Easement Deed conveying a portion of the property covered by the Deed of Trust to the City of Anderson for an easement for (public utilities, storm drain maintenance, slope maintenance, etc.) purposes, and all necessary appurtenances thereto, as may be required over, along, upon, under and across the parcel of real property described in Exhibit A and shown on Exhibit B attached hereto and made a part hereof by this reference (the "Easement").

**NOW, THEREFORE,** the Beneficiary under the Deed of Trust hereby consents to the Easement and to the payment to Grantor thereunder of all money payable under the terms thereof, if any; and subordinates its rights under the Deed of Trust as and to the rights granted to the City of Anderson under the Easement.

**IN WITNESS WHEREOF,** the Trustee **OR** the Beneficiary of the Deed of Trust hereby executes this Consent to Easement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
,Trustee

\_\_\_\_\_  
,Beneficiary

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**DATED:** \_\_\_\_\_, 20\_\_.