

APPENDIX A
STANDARD DEED FORMS
& PARCEL/FINAL MAP CERTIFICATES

GRANT DEED

EASEMENT DEED

PUBLIC UTILITY EASEMENT DEED

TEMPORARY CONSTRUCTION EASEMENT DEED

PARCEL/FINAL MAP CERTIFICATES

R SHEET

WHEN RECORDED RETURN TO:

CITY OF WILLITS
CITY CLERK
380 EAST COMMERCIAL STREET
WILLITS, CA 95490

GRANT DEED

(Insert names of entity or person(s) granting easement)

GRANT (S) TO

THE CITY OF WILLITS, A MUNICIPAL CORPORATION

All that Real Property situated in the County of Mendocino, State of CALIFORNIA, and described as follows:

SEE EXHIBIT "A" ATTACHED HERETO
AND BY REFERENCE MADE A PART HEREOF.

By: _____

Date: _____

By: _____

Date: _____

A notary certificate is required.

CERTIFICATE OF ACCEPTANCE	
<p>This is to certify that the interest in real property conveyed above is hereby accepted by order of the Council of the City of Willits pursuant to Council Resolution/Ordinance No. _____, dated _____, 20 __, and Grantee consents to recordation thereof by its duly authorized officer.</p> <p>Recording of this document is requested for and on behalf of the City of Willits pursuant to Section 6103 of the Government Code.</p>	<p>CITY OF WILLITS, A Municipal Corporation</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>

NOTARY CERTIFICATE

STATE OF _____

COUNTY OF _____

On _____, before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

WHEN RECORDED RETURN TO:

CITY OF WILLITS
CITY CLERK
380 EAST COMMERCIAL STREET
WILLITS, CA 95490

EASEMENT DEED

(Insert names of entity or person(s) granting easement)

GRANT (S) TO

THE CITY OF WILLITS, A MUNICIPAL CORPORATION

An easement with a right of immediate entry and continued possession for construction, improvement, maintenance, repairs, operation and replacement of (*describe facility*) more particularly described as follows:

SEE EXHIBIT "A" ATTACHED HERETO
AND BY REFERENCE MADE A PART HEREOF.

By: _____

Date: _____

By: _____

Date: _____

A notary certificate is required.

CERTIFICATE OF ACCEPTANCE	
<p>This is to certify that the interest in real property conveyed above is hereby accepted by order of the Council of the City of Willits pursuant to Council Resolution/Ordinance No. _____, dated _____, 20 ____, and Grantee consents to recordation thereof by its duly authorized officer.</p> <p>Recording of this document is requested for and on behalf of the City of Willits pursuant to Section 6103 of the Government Code.</p>	<p>CITY OF WILLITS, A Municipal Corporation</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>

NOTARY CERTIFICATE

STATE OF _____

COUNTY OF _____

On _____, before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

WHEN RECORDED RETURN TO:

CITY OF WILLITS
CITY CLERK
380 EAST COMMERCIAL STREET
WILLITS, CA 95490

EASEMENT DEED

(Insert names of entity or person(s) granting easement)

GRANT (S) TO

THE CITY OF WILLITS, A MUNICIPAL CORPORATION

An easement with a right of immediate entry and continued possession for construction, improvement, maintenance, repairs, operation and replacement, for public utility purposes, including but not limited to electricity, gas, sewer and water facilities, storm drains, sidewalks, telephone, cable television, and for such other public or public utility purposes as the City of Willits may choose to make and over, upon, across, through and beneath that certain real property situated in the County of Mendocino, State of California, described as follows:

SEE EXHIBIT "A" ATTACHED HERETO
AND BY REFERENCE MADE A PART HEREOF.

By: _____

Date: _____

By: _____

Date: _____

A notary certificate is required.

CERTIFICATE OF ACCEPTANCE	
<p>This is to certify that the interest in real property conveyed above is hereby accepted by order of the Council of the City of Willits pursuant to Council Resolution/Ordinance No. _____, dated _____, 20 __, and Grantee consents to recordation thereof by its duly authorized officer.</p> <p>Recording of this document is requested for and on behalf of the City of Willits pursuant to Section 6103 of the Government Code.</p>	<p>CITY OF WILLITS, A Municipal Corporation</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>

NOTARY CERTIFICATE

STATE OF _____

COUNTY OF _____

On _____, before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

WHEN RECORDED RETURN TO:

CITY OF WILLITS
CITY CLERK
380 EAST COMMERCIAL STREET
WILLITS, CA 95490

EASEMENT DEED

(Insert names of entity or person(s) granting easement)

GRANT (S) TO

THE CITY OF WILLITS, A MUNICIPAL CORPORATION

A temporary construction easement with a right of immediate entry for construction, improvement, and repairs, described as follows:

SEE EXHIBIT "A" ATTACHED HERETO
AND BY REFERENCE MADE A PART HEREOF.

Said Temporary Construction shall terminate on *(Insert Timeframe)*

By: _____

Date: _____

By: _____

Date: _____

A notary certificate is required.

CERTIFICATE OF ACCEPTANCE	
<p>This is to certify that the interest in real property conveyed above is hereby accepted by order of the Council of the City of Willits pursuant to Council Resolution/Ordinance No. _____, dated _____, 20 __, and Grantee consents to recordation thereof by its duly authorized officer.</p> <p>Recording of this document is requested for and on behalf of the City of Willits pursuant to Section 6103 of the Government Code.</p>	<p>CITY OF WILLITS, A Municipal Corporation</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>

NOTARY CERTIFICATE

STATE OF _____

COUNTY OF _____

On _____, before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)



City of Willits

PARCEL & FINAL MAP CERTIFICATES

OWNER'S STATEMENT (Final Map/Parcel Map)

(I / We) hereby state that (I / we) (am / are) the owner(s) of and have the right, title, and interest in and to the real property included within the subdivision shown upon this map, and (I / we) (am / are) the only person(s) whose consent is necessary to pass clear title to said property, and (I / we) consent to the making and filing of said map of the subdivision shown within the border lines, and hereby dedicate for public use the *(Avenues, Courts, Drives, Roads, Streets, Easements and Public Utility Easements)* as shown hereon.

No building or other structure shall be erected nearer to the street lines than the distances indicated by the building setback lines shown hereon.

(Owner's Name)

Date

The information shown within the parentheses will vary with each map.

Requires Notary Public Certificate.

TRUSTEE'S CERTIFICATE

_____, a _____ corporation, Trustee under a Deed of Trust recorded as Document No. _____, Official Records of Mendocino County, against the land herein shown, consents to the making and filing of this Map.

In witness whereof, said corporation has caused its name to be affixed this _____ day of _____, 20____.

By: _____

By: _____

Title _____

Title _____

Requires Notary Public Certificate

PARCEL & FINAL MAP CERTIFICATES

**OWNERS OF INTEREST
(Final and Parcel Maps)**

Signatures of owners of the following easements have been omitted under the provisions of Section 66436 of the Subdivision Map Act; their interest is such that it cannot ripen into a fee title and such signatures are not required by the governing body:

<u>NAME</u>	<u>RECORDED</u>	<u>NATURE OF EASEMENT</u>
_____	Bk. ____ Pg. ____	_____
_____	Doc. _____	_____

**SURVEYOR'S OR ENGINEER'S STATEMENT
(Final Map/Parcel Map)**

This map was prepared by me or under my direction and is based on a field survey in conformance with the requirements of the Subdivision Map Act and local ordinance at the request of _____ in the month of _____, 20____, and that the monuments shown hereon are sufficient to enable the survey to be retraced and that said monuments will be placed within one year of the filing of this map. I hereby state that this map substantially conforms to the conditionally approved tentative map, if any.

Security in the amount of \$ _____ has been filed to assure such placing.

Date: _____, 20____

Surveyor's or Engineer's Name & L.S. or R.C.E. No.

**SURVEYOR'S OR ENGINEER'S STATEMENT
(Parcel Map Based on Record Data)**

This map was prepared by me or under my direction and was compiled from record data in conformance with the requirements of the Subdivision Map Act and local ordinance at the request of _____ in the month of _____, 20____. I hereby state that this map substantially conforms to the conditionally approved tentative map, if any.

Date: _____, 20____

Surveyor's or Engineer's Name & L.S. or R.C.E. No.

PARCEL & FINAL MAP CERTIFICATES

PUBLIC UTILITY EASEMENT STATEMENT (For Use on All Subdivision Maps When a PUE is Dedicated)

A public utility easement is an easement to construct, install, inspect, maintain, replace, remove and use facilities of the type hereinafter specified, including but not necessarily be limited to the following:

Construct curb, gutter and sidewalk, installation of transmission and distribution facilities such as electrical, gas, water, telephone, cable television, sewer, street lighting, drainage, roadway, landscaping; also uses for pedestrian, equestrian, and non-powered vehicle purposes.

Said easement shall also include the right to excavate or fill the easement for the full width and to a reasonable depth thereof.

IMPROVEMENT CERTIFICATE (For Use on Parcel Maps)

The following improvements shall be constructed prior to the issuance of a permit or other grant of approval for the development of any parcel shown on this map in accordance with Section 66411.1 of the Subdivision Map Act: (List Improvements). All improvements shall be constructed in accordance with the approved plans on file in the office of City Engineering.

The information shown within the parentheses will vary with each map.

CITY ENGINEER'S STATEMENT (For Use on All Subdivision Maps)

I do hereby state that this Subdivision Map, consisting of _____ sheets, this statement being on sheet one thereof, has been examined by me and that the subdivision, as shown upon said map, is substantially the same as said subdivision appeared on the approved or conditionally approved tentative map and any approved amendments thereof, and that all provisions of the Subdivision Map Act of the State of California and amendments thereto and of any local ordinances applicable at the time of approval of the tentative map have been complied with.

City Engineer

Date

I do hereby state that I have examined this Subdivision Map on behalf of the City Engineer of the City of Willits, and I am satisfied that this map is technically correct.

City Surveyor

Date

PARCEL & FINAL MAP CERTIFICATES

PLANNING COMMISSION CERTIFICATE

I hereby certify that this map has been examined by me and was found to substantially conform to the tentative map approved by the Planning Commission of the City of Willits on _____ 20____.

Planning Commission, City of Willits
County of Mendocino, State of California

Date

CITY TREASURER'S CERTIFICATE

I the City Treasurer, in and for the City of Willits, State of California, do hereby certify that there are no liens for unpaid City taxes against the tract of land hereon shown, or any part thereof, except those not payable, and I further certify that there are no special assessments against said tract of land that are unpaid, except those estimated to total \$_____, which constitute a lien against the property, but which are not yet due and payable and can or may be paid in full.

City Treasurer, City of Willits
County of Mendocino, State of California

Date

CITY CLERK'S CERTIFICATE

I hereby certify that the City Council of the City of Willits, State of California, on the _____ day of _____, 20____, by Minute Order regularly passed and entered in the Minutes of said Council, did approve this map and accept, subject to improvement for public use, *(Avenues, Courts, Drives, Roads, Streets, etc., and public easements)* as shown hereon.

*

Clerk of the City of Willits
County of Mendocino, State of California

Date

* Should there a vacation of right-of-way or easement to be approved with the map, insert the following:

Pursuant to Government Code Section 66499.20 1/2 the following public right-of-way and easements located within this subdivision are hereby vacated:

(DESCRIPTION) _____

(DOCUMENT NO. OR MAP) _____

The information shown within the parentheses will vary with each map.

PARCEL & FINAL MAP CERTIFICATES

COUNTY CLERK'S CERTIFICATE

I certify that all bonds, money or negotiable bonds required under the provisions of the Subdivision Map Act to secure payment of taxes and assessments have been filed with and approved by the Board of Supervisors of the County of Mendocino, namely bond(s) under Government Code Sections 66493(a) and 66493(c) in the sum of \$ _____ and \$ _____ respectively.

Clerk of the Board of Supervisors
County of Mendocino, State of California

Date

COUNTY TAX COLLECTOR'S CERTIFICATE

According to the records in the office of the undersigned, there are no liens against this subdivision, or any part thereof, for unpaid state, county, municipal or local taxes, or special assessments collected as taxes and not yet payable. My estimate of taxes and special assessments collected as taxes and not yet payable is \$ _____. The land in said subdivision is not subject to a special assessment or bond, which may be paid in full. Security required pursuant to Government Code Sections 66493(a) and 66493(c) are hereby accepted and approved.

Tax Collector
County of Mendocino, State of California

Date

COUNTY RECORDER'S CERTIFICATE

Filed this _____ day of _____, 20____, at _____m. in Book _____ of Maps at Page(s) _____, at the request of the City of Willits

Fee of \$ _____

Document No. _____

Signed: _____
County Recorder
Mendocino County, California

Deputy

PARCEL & FINAL MAP CERTIFICATES

ACKNOWLEDGEMENT

STATE OF _____

COUNTY OF _____

On _____, before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)