



CITY OF MORGAN HILL

DEVELOPMENT SERVICES CENTER – LAND DEVELOPMENT ENGINEERING

17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236
Website Address: www.morgan-hill.ca.gov

PUBLIC EASEMENT GRANT APPLICATION COMPLETENESS CHECKLIST

APPLICATION PURPOSE

The review of Public Easement(s) for acceptance by the city and recordation at the County Recorder's office.

SUBMITTAL CHECKLIST

The following checklist must be completed and submitted with each application. Please check **every** item as either “Y” for items that are included with the application, “N” for items that are not included with the application, or “NA” for items that are not applicable to the application. Items without an “N” checkbox are minimum requirements initially due with the application.

	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>Submittal Item (application will be rejected if items are incomplete)</u>
1.	<input type="checkbox"/>			Completed Engineering Review Application
2.	<input type="checkbox"/>			Plat and description of public easement (size 8.5" x 11")
3.	<input type="checkbox"/>			Provide Grant of Easement cover page with the proper vesting entity signature block(s) (Contact Land Development Engineering for Grant of Easement template)
4.	<input type="checkbox"/>			Closure Calculations
5.	<input type="checkbox"/>			Title Report – Preliminary report dated not more than 3 months old
6.	<input type="checkbox"/>			Title Report Backup Documents <ul style="list-style-type: none">• Copy of the recorded deed• Copy of easements and dedications• Copy of recorded map
7.	<input type="checkbox"/>			Topographic Survey - One (1) set (24" x 36") <ul style="list-style-type: none">• Survey of site showing all existing structures located relative to proposed easement area
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of adjoining deeds, recorded maps, easements used as reference
9.	<input type="checkbox"/>			Digital copies (include AutoCAD file) of ALL hard copy submittal items above , by download or submitted in a flash drive
10.	<input type="checkbox"/>			Review Fee: \$ 4,995* <i>Check made payable to City of Morgan Hill</i> *(Effective 07/01/25, Service No. 104, AC# 206-38737)

			<p>Note: (a) the review fee covers three (3) plan reviews; additional fees will be charged at an hourly rate of \$230 per hour, starting with the 4th plan review.</p> <p>(b) Approved review, which resubmits for changes (revisions), are also subject to additional review fees at \$230 per hour.</p>
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FINAL SUBMITTAL

1.	<input type="checkbox"/>	Grant of Easement signed by owner with notary
2.	<input type="checkbox"/>	Description(s) and Plat(s) stamped and signed by Professional Land Surveyor or Registered Civil Engineer with license number below 33966 (licensed before January 1, 1982)
3.	<input type="checkbox"/>	Digital copies of ALL final submittal items by download or submitted in a flash drive

OFFICE USE ONLY	
Date Received:	
PW File Number:	
Project Address or APN:	