



## **ELECTRICAL EASEMENT/QUITCLAIM DEED INSTRUCTIONS**

### **PUBLIC UTILITIES DEPARTMENT**

Engineering Division

(323) 583-8811 extension 258

The City of Vernon Public Utilities Department requires utility easements to be provided for any new or service upgrade projects that require city owned electrical facilities to be installed on private property. Below are the necessary documents that must be submitted for City review and for the document to be processed and submitted for City approval.

### **SUBMITTAL REQUIREMENTS**

#### **1. Completed Application Form and Fee**

- Provide a \$1,445 review and processing fee.

#### **2. Electrical Easement Deed Form**

- Provide a deed form in a recordable format. Refer to attached samples for reference. Deed must be signed and notarized by the appropriate officers of the entity. Refer to the “Authorized Signatures On Contracts/Transaction Documents” sheet for the required signatures.
  - When only one signature is provided, proof of the person’s authorization in his/her sole capacity to bind the corporation or partnership shall be supplied to the City. Provide the City with “Articles of Organization” or “Statement of Partnership Authority”.
  - **Note:** The deed form must be dated on or after the date of the exhibits, as the deed form references the exhibits and incorporates them into the deed.
- Provide the property grant deed(s) showing current ownership of all properties involved.
- Provide title report(s) showing current ownership of all properties involved. The title report(s) must not be more than 12 months old.
- Additional information may be required.

#### **3. Exhibits**

- Exhibits must be prepared, wet stamped and dated by a land surveyor registered in the state of California or a registered civil engineer with registration prior to January 1982.
- Provide copies of recorded documents referenced in the legal descriptions.
- Provide closure calculations to support metes and bounds descriptions if one is used.
- **Exhibit “A” – Legal Description**
- **Exhibit “B” – Map**
  - Map must be drawn in black ink in an 8½” x 11” format.
  - Map scale and north arrow must be provided.
  - Map shall show the existing and proposed lot layout. Use a heavy solid line for the merged parcel boundary and light dashed lines to delineate the original parcel boundaries.
  - Show bearings and distances for all parcel lines. Bearings and distances shall be based upon recorded documents and maps.
- Additional information may be required.



For Official Use Only  
Account No. 011.1043.466200

## ELECTRICAL EASEMENT/QUITCLAIM DEED APPLICATION

City of Vernon  
Public Utilities Department

TYPE OF DOCUMENT: ☐ EASEMENT DEED ☐ QUITCLAIM DEED

Assessor's Parcel Number (APN): \_\_\_\_\_

Address of Parcel: \_\_\_\_\_

Name of Legal Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

### APPLICANT

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name, Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

### SURVEYOR/ENGINEER

Name of Consulting Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### SUBMITTAL CHECKLIST

- ☐ Electrical Easement deed form – signed and notarized
- ☐ Exhibit “A” – Legal Description
- ☐ Exhibit “B” – Map
- ☐ “Articles of Organization” or “Statement of Partnership Authority”
- ☐ Property grant deed for all properties involved
- ☐ Title report for all properties involved
- ☐ Recorded documents referenced in legal description
- ☐ Closure calculations (for metes and bounds description)
- ☐ Review & processing fee: \$1,445

RECORDING REQUESTED BY  
and  
WHEN RECORDED MAIL TO:  
City of Vernon  
4305 Santa Fe Avenue  
Vernon, CA 90058  
Attn: City Clerk

MAIL TAX STATEMENTS TO:  
Same as above  
Exempt

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SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

**EASEMENT  
(ELECTRICAL)**

***Sign Here***

**APN:** **[Insert APN No.]**

**THE UNDERSIGNED GRANTOR(S) DECLARE(S)**

DOCUMENTARY TRANSFER TAX IS \$0 CITY TAX \$0 – NOT REQUIRED SEC. 11922  
REVENUE TAXATION CODE.

FOR VALUABLE CONSIDERATION, RECEIPT OF WHICH IS HEREBY  
ACKNOWLEDGED,

**[Insert Grantor]** (the “Grantor”)

HEREBY GRANT(S) TO:

**City of Vernon, a body corporate and politic (the “Grantee”)**

An easement for every purpose beneficial to the Grantee and its Vernon Public Utilities Department, including, but not limited to, the right to construct, lay, install, use, maintain, alter, add to, repair, replace, inspect and remove underground and overhead electric and other public utilities, consisting of pole, guys and anchors, crossarms, wires, cables, conduits, manholes, vaults, pull boxes, markers and other fixtures and appliances with the right of ingress and egress in, on, over, under, across and through that certain real property in the City of Vernon, County of Los Angeles, State of California, as described in Exhibit “A” attached hereto and incorporated herein by this reference, and as more particularly shown on the map attached hereto as Exhibit “B” and incorporated herein by this reference. This easement is on a portion of the property owned by the Grantor. The Grantee, and its employees and agents shall have free access to said facilities and every part thereof, at all times, for the purpose of exercising the rights herein granted.

Date: \_\_\_\_\_, **202**

**[Insert Grantor]“Grantor”**

**If signed in counterpart, indicate here**

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Name, Title

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Name, Title

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Signature

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Signature

SAMPLE

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.
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State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_,  
(Insert Name of Notary Public and Title)

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 the entity upon behalf on which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

## AUTHORIZED SIGNATURES ON CONTRACTS/TRANSACTION DOCUMENTS

TYPE OF ENTITY	FIRST SIGNATURE	SECOND SIGNATURE	REFERENCE
Corporation	Chairperson of the board, president, any vice president	Corporate secretary, assistant secretary, chief financial officer, any assistant treasurer  (Any number of offices may be held by the same person unless the articles or bylaws provide otherwise, except that no person serving as the secretary, the treasurer, or the chief financial officer may serve concurrently as the president or chair of the board.)	Corp. Code sec. 313 Corp. Code sec. 5213 Corp. Code sec. 5214
Limited Liability Company ("LLC")	If managed by members — by any member  If managed by manager — by a manager  (A member or manager may have a title such as president or vice-president)	If managed by <i>members</i> — not required unless otherwise provided in governing documents  If managed by <i>manager(s)</i> — by a second manager (unless articles of organization state there is only one manager)	Corp. Code sec. 17157
General or Limited Partnership	Any partner authorized as a signatory in "statement of partnership authority" recorded in County Recorder's Office (for real property transactions) or filed with secretary of state (for contracts, etc.)  If statement of partnership authority is silent as to who is authorized to execute, or for limited partnerships, require general partner to sign.	Not required, unless "statement of partnership authority" provides otherwise	Corp. Code sec. 16301 Corp. Code sec. 16303
Sole Proprietorship	sole proprietor	not required	n/a

Parties executing a City contract or transactional document that are not identified above must also send a copy of the corporate minutes giving such person(s) the authority to sign on behalf of the corporation. **Subject to review and approval by the City Attorney's Office, the City may accept signatory authority created by valid corporate resolution or adopted corporate procedures manual.**

If you encounter any other forms of title ownership or business entities, contact the City Attorney's Office for guidance on required signatures.

EASEMENT BOUNDARY

CENTER LINE OF PRIMARY CONDUIT (HIGH VOLTAGE)

2.5'

5'

2.5'

EASEMENT BOUNDARY



VERNON PUBLIC UTILITIES

TYPICAL PRIMARY CONDUIT  
EASEMENT DIMENSION

7/18/24	RH	RH	RH	BM	TB		
1/5/23	RH	RH	RH	BM	TB		
DATE	DRAWN	DSNR	ENGR	PETR MGR	ENGR MGR		

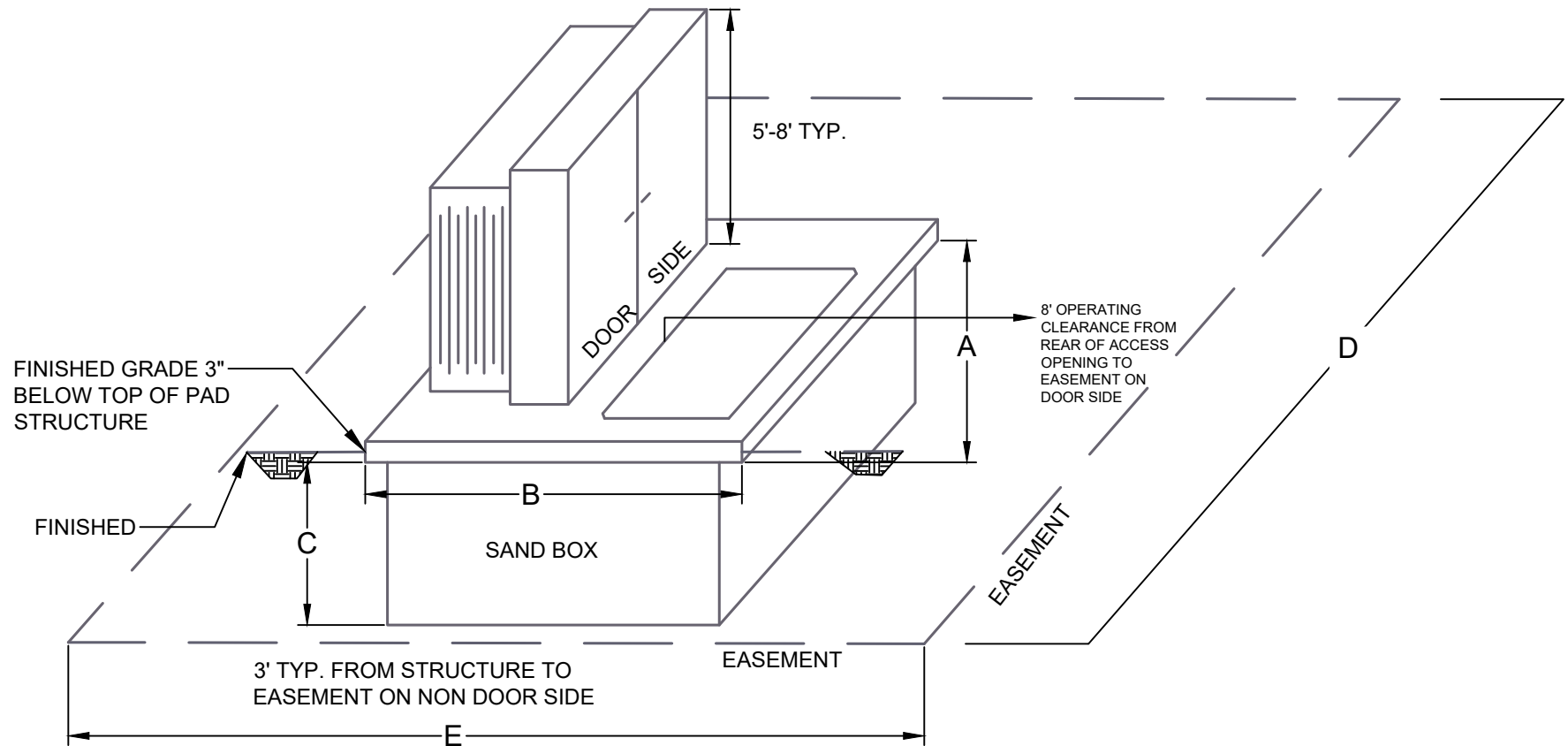
WORK ORDER NO.

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REV.

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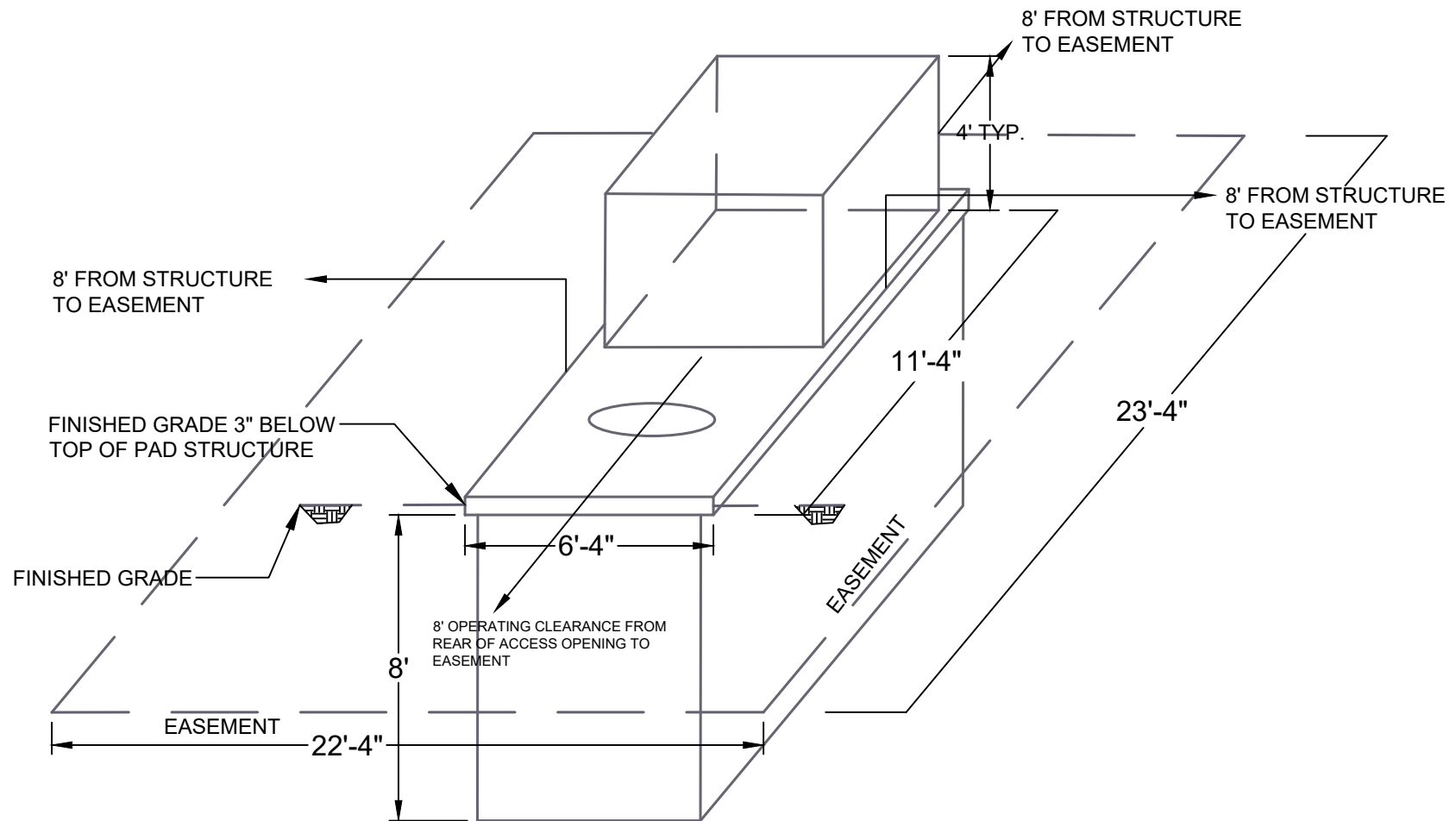
# Clearances for Three-Phase (Commercial Building or Service) Pad-Mounted Transformer on Slab Box



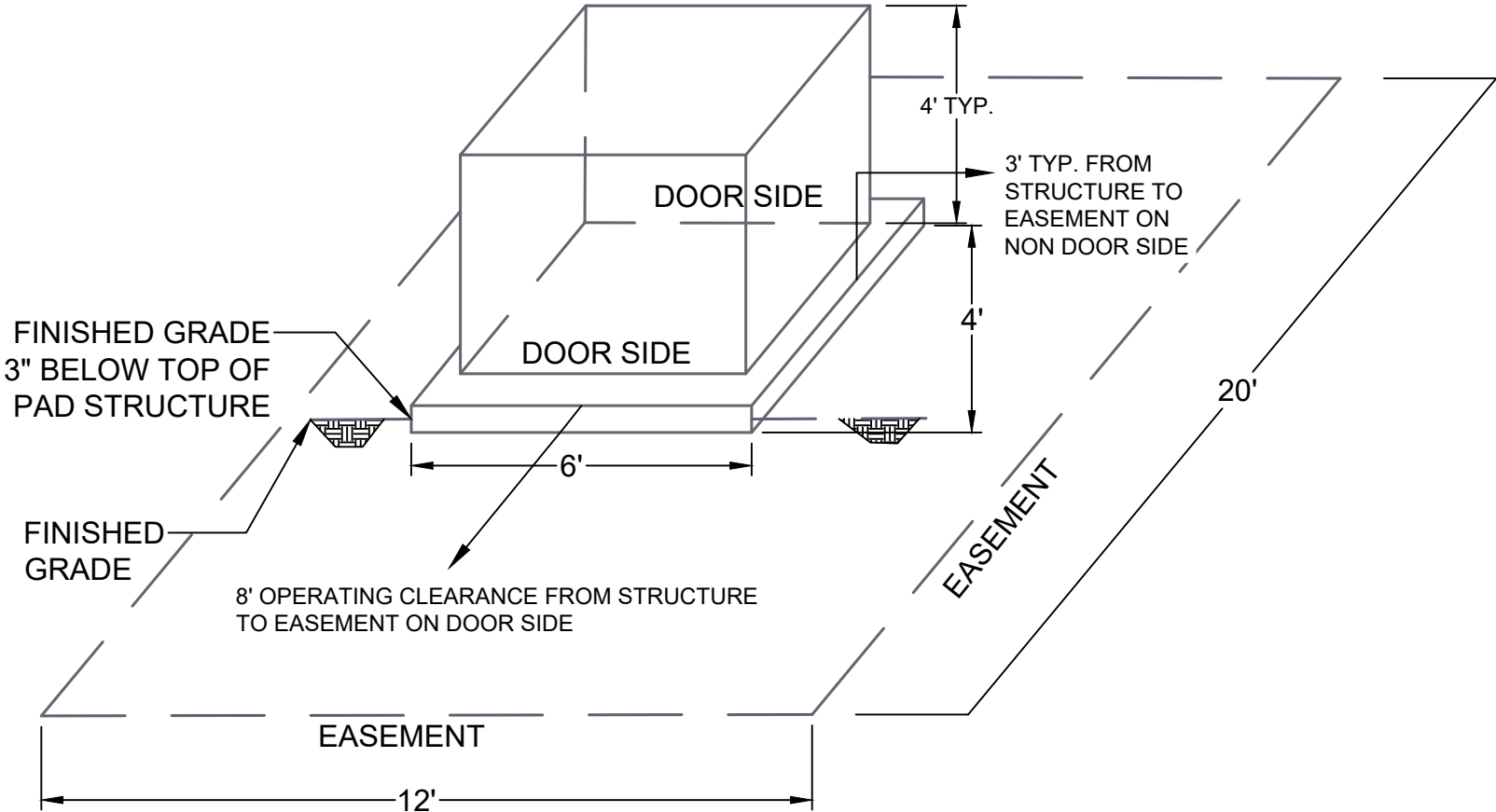
3 Ø TRANSFORMER (kVA)	SAND BOX DIMENSIONS		SLAB BOX DEPTH	EASEMENT DIMENSIONS	
	A	B	C	D	E
45-500	6'	8'-6"	4'	12'	16'-6"
750-1000	8'	10'	4'	14'	18'-0"
1500-3750	10'	12'	5'-7"	16'	20'-0"



## Clearances for PME-6 through PME-12 Style Cabinets



Clearances for PME-3 (See Note), PME-4 or PME-5



NOTE: 4-Foot clearance is required from edge of pad for automation.