

**CITY OF WESTMINSTER
EASEMENT DEED PROCEDURES**

Submittal Requirements:

1. Three (3) copies of the completed Easement Deed Application including the following:
 - a. Form completely signed by the property owners. **Signatures must be notarized.**
 - b. Legal description of easement.
 - c. Map showing easement.
2. Two (2) copies of title reports and backup documents.
3. Two (2) copies of traverse calculations.

Processing Procedure:

1. Submittal of Easement Deed Application to the City.
2. City staff will review the Easement Deed Application.
3. If necessary, applicant will make the necessary revisions to the Easement Deed Application and resubmits the application to the City.
4. City staff will take the Easement Deed Application to City Council for approval. (No Public Hearing Required)
5. Once City Council approves the Easement Deed Application, City Clerk will forward the application to the County of Orange Clerk-Recorder Department for recordation.