

# COACHELLA VALLEY WATER DISTRICT STANDARDS FOR LEGAL DESCRIPTIONS AND PLATS

The following is the procedure for processing legal descriptions and plats (exhibits) for grants of easements, grant deeds, quitclaim deeds, agreements, leases, etc. The following standards are provided to ensure that legal descriptions and plats uniformly integrate with the legal document they will be paired with for the acquisition and/or conveyance of property rights for Coachella Valley Water District (CVWD). All legal descriptions and plats (exhibits) will be reviewed and approved by CVWD's Professional Land Surveyor, then all documents will be processed and recorded by the Right-of-Way Division of the Engineering Department.

The following items are to be submitted to the Development Services Division of the Engineering Department by the surveyor/engineer and/or applicant:

- A. Legal description (8½" x 11" in size) legally describing the area to be acquired, dedicated, conveyed, encumbered, etc.
- B. Plat (8½" x 11" in size) depicting the area to be acquired, dedicated, conveyed, encumbered, etc., delineated by a bold border and hatched if necessary for clarity.
- C. Legal description and plat must be "wet signed," sealed, and dated by a Professional Land Surveyor or qualified Civil Engineer, in accordance with section 8761 of the Professional Land Surveyors' Act (PLS Act). Seal must be 1 ½" minimum. Survey documents must be submitted by individuals authorized to practice land surveying. (Legal descriptions and plats to be checked in conformance with the PLS Act and CVWD Standards)
- D. A current Preliminary Report (within 1 month) for the property being described. The Preliminary Report will be used to issue a title insurance policy once the easement or deed has been recorded, if applicable.
- E. A copy of the grant deed or current vesting deed.
- F. Payment made payable to CVWD for the required processing fee(s), if applicable.
- G. A copy of the statement of partnership, articles of incorporation, corporate resolution, etc., indicating those officers/individuals authorized to sign legal documentation on the applicant's behalf, is required for documents executed by banks, corporations, partnerships, etc. An approved signature block may be provided by the title company in lieu of submitting the above-referenced documentation directly to CVWD.
- H. Closure calculations, when applicable.

*Notes:*

- *Any document or attachments for recording must be 8 ½" x 11" in size.*
- *If there is a deed of trust or lien on the property, a consent, subordination, or reconveyance may be required.*

**The Right-of-Way Division will prepare the documents for signature, when applicable, (e.g. Grant Deeds, Quitclaim Deeds, Grant of Easement, etc.) and provide to the surveyor/engineer and/or applicant.**

It is the responsibility of the surveyor/engineer and/or applicant to have the document properly executed, notarized, and returned to the Development Services Division for acceptance by CVWD's Board of Directors, when applicable, and for recordation. Surveyor/engineer and/or applicant will be provided a conformed copy of the recorded document.

### **LEGAL DESCRIPTION STANDARDS**

The following describes the requirements for legal descriptions.

- A. Legal descriptions must be on 8½" x 11" paper with 1" margins.
- B. Font must be size 10 point or larger. Font must be "Arial" or similar style.
- C. **EXHIBIT "A"** (letter as appropriate) must be labeled at the top of the page in bold, and/or in a larger size font.
- D. Reference the project and the type of dedication, conveyance, etc., in the heading, below/beneath the label **EXHIBIT "A"**. Alternatively the project name may be placed in the footer instead of the heading. **Examples of headings with project names:**

**EXHIBIT "A"**  
NORTH UNIVERSITY PARK  
DOMESTIC WATER EASEMENT

**EXHIBIT "A"**  
LOT 58, EL DORADO, UNIT NO. 2  
SANITATION EASEMENT

- E. Place any additional data, such as dates and work order numbers in the footer or at the end of the legal description. This information can also be included on the plat. Title Blocks and Logos must go on the plat.
- F. Legal descriptions must be "wet signed," sealed, and dated by a Professional Land Surveyor or qualified Civil Engineer, on the last page of multiple pages, in accordance with section 8761 of the PLS Act. Seal must be 1 ½" minimum.
- G. Double space between each course on the legal description (begin a new paragraph with each thence); single space between lines within the same course.
- H. In cases where a sectionalized breakdown is unnecessary due to a more recent subdivision of the parent parcel and a reference is therefore not made in the preamble, a reference to the quarter section(s), section, township, and range, should be placed either in the heading, footer and/or on the plat.
- I. Include reference to the current vesting deed when applicable. When the legal description is for a quitclaim, include reference to the creation document (original easement or deed) that is now the subject of the quitclaim.

J. **Commencing, Beginning, Point of Beginning, True Point of Beginning, Point of Termination, Excepting therefrom, etc.** must be in bold.

K. List the area of the property being described in acres or as square feet or as both.

L. Specify the type of distance through a curve and though “*a distance of*” need not be used when a distance immediately follows a bearing, it should be used after an intervening descriptive clause.

**For example:**

“Thence Northeasterly along said curve through a central angle of 17°38’15”, *an arc distance of* 68.95 feet;” or “...to the northwest corner of said Lot 4, *a distance of* 10.29 feet.”

M. All non-tangent curves must be identified and include a radial bearing.

N. Use “along,” “to,” and “leaving” calls when applicable. The use of “said” may be utilized for reference to a line/lot/document that was fully referenced in the immediately prior course.

**For example:**

**Commencing** at the northwest corner of Lot “G” of Tract Map No. 25296-3, filed in Book 288, of Maps, at Pages 96 through 105, inclusive, records of the Riverside County Recorder;

Thence along the westerly line of *said* Lot “G”, South 04°00’15” West, a distance of 9.53 feet;

Thence *leaving* said westerly line South 44°41’19” West, a distance of 12.52 feet;

O. Tie into record documents when applicable.

P. When referencing record maps with three or more pages use “inclusive” after the last page number.

**For example:** Book 157, of Maps, at Pages 24 through 37, inclusive.

Q. Do not use the terms “future,” “proposed,” “temporary,” “to be,” etc., as a reference or as part of a description. Said terms can be shown on the plat only.

R. Include a reference to the plat exhibit at the end of the legal description.

**For example:** “See **Exhibit “B”** (letter as appropriate) attached hereto and by this reference made a part hereof.”

- S. Data in the legal description must agree with data shown on the plat. If associated with a final map, both legal description and plat must agree with data shown on the final map.
- T. If associated with a final map use the same basis of bearings on the legal description and plat, as is used on said final map. If based on a field survey or a compilation of records where a rotated basis of bearings is necessary, provide a definitive relationship to the record basis of bearings within the legal description.
- U. Number the bottom of each page of the legal description and its relation to the total number of pages. **For example:** Page 1 of 3

V. Strip descriptions must be in the following format:

“A strip of land 50.00 feet in width, lying 25.00 feet on each side of the following described centerline:”

These must include “lengthen or shorten” calls when applicable. Exceptions may be approved by the CVWD surveyor when it more clearly identifies the subject property.

W. Do not use abbreviations within the legal description with the exceptions of the following:

- 1. The word “number” may be abbreviated as “No.” (e.g. Instrument No. 92756).
- 2. If the title of a reference document contains an abbreviation, the abbreviation may be used.
- 3. Information with quotes where that information is abbreviated in the record data.

X. All references must include the complete title of the reference document and recording/filing information.

**For example:**

- 1. Being a portion of that 10.00 foot wide easement as described in Declaration of Taking recorded December 13, 1950 as Instrument No. 1597 in Book 1227, Page 366, Official Records of Riverside County.
- 2. Being a portion of the Grant of Easement/Pipeline recorded May 7, 1990 as Instrument No. 095735, Official Records of Riverside County.
- 3. Being a portion of that real property described in Grant Deed recorded January 7, 2014 as Document No. 2014-0547654, Official Records of Riverside County.
- 4. Being a portion of Lot 123 of Tract Map No. 17536, filed in Book 143, of Maps, at Pages 22 through 26, inclusive, in the Office of the County Recorder of Riverside County.

## **PLAT STANDARDS**

The following describes the requirements for plats.

- A. Plats must be on 8½" x 11" paper with ½" borders. The borders must be kept clear of any drafting or notations.
- B. Font must be a minimum of 0.08 inches or larger. Primary font must be "Arial" or similar style. Other styles must be crisp and legible. Do not use dashed or ghost fonts.
- C. **EXHIBIT "B"** (letter as appropriate) must be labeled at the top of the page in bold and/or in a larger size font.
- D. Reference the project and the type of dedication, conveyance, etc., on the plat, below/beneath the label **EXHIBIT "B"** (letter as appropriate). Alternatively project names may be placed in the Title Block instead of the heading. **Examples of headings with project names:**

**EXHIBIT "B"**  
NORTH UNIVERSITY PARK  
DOMESTIC WATER EASEMENT

**EXHIBIT "B"**  
LOT 58, EL DORADO, UNIT NO. 2  
SANITATION EASEMENT

- E. Keep any data that is not relevant to the description, such as company name, work order numbers, etc. in a title block at the bottom of the plat.
- F. Number each page of the plat and its relationship to the total number of pages. **For example:** Sheet 1 of 3.
- G. Plats must be "wet-signed," sealed, and dated by a Professional Land Surveyor or qualified Civil Engineer, on the first sheet of multiple sheets, in accordance with section 8761 of the PLS Act. Seal must be 1 ½" minimum.
- H. Include the quarter section(s), section, township, and range, and Assessor Parcel No(s) when applicable.
- I. Delineate the area being acquired, dedicated, conveyed, etc., with a distinctive, bold, solid border/boundary and hatch if necessary for clarity. List the area as being described as acres or square feet (sq. ft.) or both.
- J. Show all survey data: bearings, distances, and dimensions of the acquisition, dedication, conveyance, etc.
- K. Show general relationship to relevant existing, adjoining, or overlapping/intersecting easements.
- L. Include radial bearings on curves at points that are non-tangent, reverse, compound, etc. This includes any points on a curve that intersect a record, surveyed line.
- M. Label the POB, POC, TPOB, POT, etc.

- N. All plats must have a north arrow and scale.
- O. Orientate the plat with north to the top or side of the page. Printed information (e.g., bearings, distances, descriptions) should be oriented the same so that they will read left to right when looking North. In the case of courses that run considerably off cardinal or in the case of curved courses, the above orientation should apply as nearly as practical. In no case should information be placed so that data on the plat would have to be read looking South.
- P. The use of the terms “future,” “proposed,” “temporary,” “to be,” etc., can be shown to demonstrate relationship to the area being dedicated, conveyed, etc., when necessary and relevant for clear interpretation of the legal description and plat.
- Q. Include surveyor’s/engineer’s notes if necessary.
- R. A vicinity map is required unless the nearest cross-streets are shown on the plat or other mapping references clearly identify the location of the conveyance, easement or parcel.
- S. Use details when necessary for clarity.
- T. The entire legally described area must be shown on one sheet. Additional sheets may be used to show individual parcels, details, or portions of the area when necessary to show all required data and to avoid cluttering.
- U. Data on the plat must agree with data shown on the legal description. If associated with a final map, both legal description and plat must agree with data shown on the final map.
- V. If associated with a final map, use the same basis of bearings on the legal description and plat, as is used on said final map.