



# COUNTY OF EL DORADO

## COUNTY SURVEYOR

360 Fair Lane, Placerville, CA 95667

Phone (530) 621-5440 Email: [surveyor@edcgov.us](mailto:surveyor@edcgov.us)

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### **IRREVOCABLE OFFER OF DEDICATION (IOD) PROCESS**

#### **PURPOSE:**

An Irrevocable Offer of Dedication is necessary when a property owner is required as a condition of approval for a discretionary project (i.e., Special Use Permit, Certificate of Compliance, etc.) to dedicate a road right of way in fee, or an easement to the County of El Dorado. These easements may include, but are not limited to, public utilities, road right of ways, drainage, slope or landscaping.

#### **AUTHORITY:**

The authority to invoke the process of dedicating real property or easements over, under and/or across property by the County is established under Section 7050 (c) of the California Government Code and Sections 66475 and 66477 of the Subdivision Map Act. The Board of Supervisors, at their discretion, can accept, reject, or accept subject to improvement, any offer of dedication for the required dedication of any real property or easements.

#### **PROCESS:**

The applicant petitions the County of El Dorado Board of Supervisors through the County Surveyor's Office, to accept, acknowledge but reject or accept subject to improvements, the Offer of Dedication.

#### **PROCEDURE INITIATED BY THE PROPERTY OWNER OR THEIR AUTHORIZED REPRESENTATIVE:**

1. Prior to completing the Irrevocable Offer of Dedication (IOD) application, the owner provides the County Surveyor with an exhibit clearly depicting the area to be dedicated. The Surveyor's Office will verify its authority to assist the owner with the dedication and advise the applicant on the process necessary to go forward. If it is determined that the County Surveyor's Office has the authority to process the dedication, the owner will receive notice to proceed with the IOD Application.
2. When the notice to proceed is received, the completed IOD application signed by the property owner may be submitted. A separate application for each Assessor's Parcel Number (APN) held in separate ownership shall be required. The application must include all required materials including a deposit of \$434.00 per parcel. Checks should be made payable to the County of El Dorado. *For multiple parcels under common ownership, contact the County Surveyor's Office for fee information.*
3. The County Surveyor's staff reviews the completed application for accuracy and conformity with State law and local ordinance. Upon verification that all necessary approvals, materials and exhibits are in order, the staff prepares an agenda package for the Board of Supervisors (BOS) which includes the IOD bearing the owner's notarized signature for the Board to approve and adopt, subject to any conditions they may establish.
4. On the day of the board meeting, the agenda package will be presented to the Board of Supervisors for their determination. This meeting is a public meeting open to public comment and the owner may choose to attend or send a representative. If the Board accepts the dedication, the Board Chair will sign the document acknowledging the offer. The dedication is complete when the Board Clerk records the IOD with the County Recorder.

5. The Irrevocable Offer of Dedication process generally takes eight to sixteen weeks after the applicant has submitted a complete application package. The processing time varies depending on the complexity of the dedication.

#### REQUIRED MATERIALS:

- \_\_\_ IOD Application(s). A separate application for each Assessor's Parcel Number (APN) held in separate ownership shall be required. For multiple parcels under common ownership, a single application may be sufficient. Please contact the County Surveyor's Office for more information.
- \_\_\_ Letter of Authorization (if applicable).
- \_\_\_ Deposit payment of: **see FEE SCHEDULE for amount** for the first three and a half (3.5) hours of research and document preparation. Additional time will be billed at a rate of \$146 per hour. Checks can be made payable to the *County of El Dorado*.
- \_\_\_ Preliminary Title Reports for all parcels, current within the last 90 days.
- \_\_\_ An Irrevocable Offer of Dedication document, signed by all record title owners of the subject property. If a Deed of Trust secures the subject property, it is necessary to obtain the approval and signature of the Trustee or Beneficiary. *Please note that each signature must be notarized.*
- \_\_\_ A legal description (metes and bounds) of the easement to be dedicated labeled "*Exhibit A*"; a plat map depicting the proposed easement to be dedicated, labeled "*Exhibit B*". **Both exhibits must be prepared by, and bear the seal and signature of, a Professional Land Surveyor.** Closure calculations must also be provided, if applicable.
- \_\_\_ Written approval from the Transportation Department specifying if the dedication will be acknowledged and rejected or acknowledged and accepted.
- \_\_\_ A copy of the conditions for any County project requiring the dedication. Please include any applicable communications related to the dedication.
- \_\_\_ Other documentation as requested.

If you have any questions or require additional information regarding the IOD process, or if you wish to submit your completed IOD application, please call the County Surveyor's Office (530) 621-5440 and request to speak to a Land Survey staff member.

# IRREVOCABLE OFFER OF DEDICATION (IOD) APPLICATION

The Irrevocable Offer of Dedication (IOD) process may take eight to sixteen weeks after the applicant has turned in a **completed** application. A completed application includes the *Application Deposit* and all supporting documents listed under the *Required Materials* section. The processing time may be extended if any of the required materials submitted are found to require further review. Application expires one (1) year after date of submission. Applicant may apply for an extension. Fees may apply.

I (we) hereby petition the El Dorado County Board of Supervisors, to initiate proceedings to dedicate a:

- |   |  |
|---|--|
| <input type="checkbox"/> Road Right of Way Easement | <input type="checkbox"/> Road Right of Way, in fee |
| <input type="checkbox"/> Drainage Easement          | <input type="checkbox"/> Public Utility Easement   |
| <input type="checkbox"/> Slope Easement             |  |
| <input type="checkbox"/> Other _____                |  |

Base Deposit for IOD – see FEE SCHEDULE for amount

Assessor's Parcel Number: \_\_\_\_\_

Name of all Property Owner (s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

(Use additional pages if needed)

Representative: (if applicable) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Street Address of Property:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please describe in detail why this Right of Way/Easement is being offered:

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County Project Number necessitating IOD application. \_\_\_\_\_

Name(s) of other County employee(s) and/or department(s) working on files related to this request (such as a Building Permit or Lot Line Adjustment). Please list the project number(s), department(s) and contact person(s):

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If applicable, please attach a copy of the Conditions of Approval provided to you by the County, which specify the right of way and/or easement(s) that are to be dedicated.

By signing here, you are acknowledging that you believe the statements above to be true and correct as they relate to the Irrevocable Offer of Dedication.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LETTER OF AUTHORIZATION**

*If Applicable*

I (We), the undersigned, Owner(s) of Record with vested interest in Assessor's Parcel No.

\_\_\_\_\_, hereby authorize \_\_\_\_\_

to act as my agent or representative to prepare and process the necessary documents relative to my property with the County of El Dorado, on my behalf.

Owner(s) of Record: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*For multiple owners, attach additional pages as needed.*

Agent for Applicant(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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