Compliance Checklist – Right-of-Way

Job Information

Application No.		Job. No.	
Submitted by (Engineer)		**Date**	

Land Rights

Public Right of Way	Sanitary Sewer Easement (SSE) for Central San	Other	Request for Quitclaim
☐ existing (requires encroachment permit) new offer by: ☐ map or ☐ instrument	☐ existing new offer by: ☐ map or ☐ instrument	☐ existing private utility rights	☐ full ☐ partial

Right-of-Way Exhibit

This Exhibit is not included in the Sewer Plans.

Topic	Requirements
Plan Size & Format	☐ Plot size of PDF plans and right-of-way map is 24" x 36" ☐ Font size: Text is a minimum of 1/10" high using a font and line weight as to be readily legible on half-scale drawings (11"x17") ☐ Central San features and labels are prominent
Title	☐ Right-of-Way Exhibit for Sanitary Sewer Improvement Plans - Public or Private ☐ Subdivision # if applicable ☐ Name of Local Agency ☐ APN(s) ☐ Central San Job # **Example** Right-of-Way Exhibit for Sanitary Sewer Improvement Plans - \<Private or Public> Subdivision \<####> \<City/County> of \<Name> APNs: \<###-###-###, ###-###-###> Central San Job \<####>
Vicinity Map	☐ Depict the location of the Job showing with enough detail to accurately determine the proposed sewer improvements in relation to major cross streets and local highways.
General Map Requirements	☐ 1" = 100' scale (at a minimum) ☐ north arrow ☐ entire job with adjoiner parcels ultimate sewer design ☐ sewer sheds if multiple points of connections (POC) ☐ Depict ROW Parcel Identification Number (ROW Pcl #) that matches ROW Log ☐ Depict ROW Parcel # using hexagon shape ☐ For existing lots, provide APN(s) including adjoiner lots ☐ For proposed lots, provide lot # or parcel designation property lines (proposed and existing) ☐ Depict streets and label as proposed/existing and public/private ☐ Depict sewers and label as proposed/existing and public/private ☐ If any property can be served by this main sewer extension, then depict the parcel and label with the Assessor Parcel Number (APN) (e.g., in this project and potential future connections for the ultimate tributary area) ☐ Depict all sewer work outside the limits of Applicant's property
Mandatory Notes	☐ 1. Purpose of this exhibit is to demonstrate land rights for public and private sanitary sewers. For sewer facilities, see Sanitary Sewer Improvement Plans. ☐ 2. Property owners with public sewers within private property are responsible to record a document that expressly states property owners will grant Central San access to the public facilities via an all-weather access road that shall be constructed and maintained to meet or exceed Central San's Standard Specifications. Although Central San will use the roads/driveways for public facility construction, maintenance and operation purposes, the property owners and not Central San will have the ownership maintenance responsibilities for this roads/driveway (District Code § 7.020.30.C).
Disclaimer for Non-Central San Notes	☐ If additional notes are added, then add this disclaimer nearby: These notes are not part of Central San's review and approval, and if conflicts arise Central San's specifications shall govern.

Topic	Requirements
Job Engineer (Engineer of Record)	☐ Name ☐ Company Name ☐ Date ☐ Job Engineer's Professional Stamp with CA PE license # and e-signature ☐ Place this statement above Central San's Approval Space: "By signing and stamping these plans, the Engineer of Record (Job Engineer) asserts responsible charge for all work products that are required for the sewer design and plan preparation for construction, including all work product and submittals prepared by a subordinate or a consultant. The requirements of Central San's specifications shall govern over citations on the Plans unless deviation from the specifications is specifically authorized in writing in the form of a variance."
Central San's Approval Space	☐ Leave 3" high x 4" wide blank area at the lower right-hand corner providing a location for Central San to stamp the Final Plans for construction.
Sanitary Sewer Right of Log	☐ Place Right of Way Log on Exhibit (see sample below)

Central San Right of Way Log					Instructions: Engineer/Surveyor shall submit the following:
ROW Pcl #	Owner	Type of Document	Recording Info		
			Before Board Action	After Board Action	
E	Name of Local Agency	Encroachment	N/A	N/A	
#	Central San	Existing Grant of Easement	Fill-in ### (date)	N/A	
A	Easement Holders Names or For Benefit of Parcel __	Appurtenant Easements (use of existing private access and/or utility easements appurtenant to the property for installation of sewers)	Fill-in ### (date)	N/A	Copies of all deeds demonstrating appurtenant rights, summary document and exhibit delineating these rights
#	Name of Local Agency	Final/Parcel Map – Public Purposes (Sub/MS XXXX)			Draft Final/Parcel Map (public offer language and depict public land rights)
#	Central San	Final/Parcel Map –Sanitary Sewer Easements (Sub/MS XXXX)			Draft Final/Parcel Map (SSE offer language and depict SSE limits)
#	Central San	Irrevocable Offer of Dedication (IOD) to Upgrade Map Sanitary Sewer Easements (SSE) offer language to Central San's standard SSE offer language (Sub/MS XXXX)			IOD by separate instrument required within City of Pleasant Hill. No plat and legal description required as blanks will be provided for filing of Map, and IOD will be recorded after Map is filed.
#	Central San	Irrevocable Offer of Dedication (IOD) - Sanitary Sewer Easements			IOD by separate instrument: Draft Plat and Legal Description
#	Central San	Irrevocable Offer of Dedication (IOD) - Central San's access rights only			IOD by separate instrument: Draft Plat and Legal Description. *Use when no public sewer but defined access to public sewer.*
QCD	Property Owner Name	Quitclaim Deed (QCD) – Full or Partial Release			Draft Plat and Legal Description for partial QCDs
PSSE	For Benefit of Property Owner Name	<<Name of document >> for benefit of adjoiner parcels	Fill-in ### (date)	N/A	Copy of Recorded PSSE

Temporary Land Rights			For work on private property not owned by Applicant and is beyond Sanitary Sewer Easement (SSE) limits.
ROW Pcl #	Owner	Description	
Notice	Property Address	Written Notice to Property Owners and Residents if sewer or recycled water construction work may impact them.	Notices to be sent by Applicant / Contractor in advance of the work.
TCE	Property Owner Name	Temporary Construction Easement (TCE)	Signed agreement by underlying property owner
ROE	Property Owner Name	Right of Entry (ROE)	Signed agreement by underlying property owner

Right-of-Way Documents

Topic	Requirements (check all that apply)
Irrevocable Offers of Dedication by Separate Instrument	

Sewer Alignment Approved	→	ROW Exhibit & Log Approved	→	Plats and Legals Approved	→	Central San prepares Separate Instrument	→	Owner signs Original Documents

Topic	Requirements
Draft Plat and Legal Description	☐ Draft plat and legal description are attached and includes: 　☐ Survey Easement Checklist 　☐ ROW Pcl # that matches ROW Log
Sanitary Sewer Easement or Central San Width	☐ 15' (sewer main pipe size ≤ 10" or ≤ 9' deep) ☐ 20' (sewer main pipe size > 10" or > 9' deep) ☐ curb to curb / edge of pavement to edge of pavement
Standard IOD Offer Language	☐ Property Owner to provide IOD offer language (listed below) ☐ Property Owner requesting non-standard IOD offer language (requires payment of all legal fees for review and approval)
Irrevocable Offers of Dedication (IOD) on Subdivision Map (Map)	

Sewer Alignment Aproved	→	ROW Exhibit & Log Approved	→	Draft Sub Map approved

Topic	Requirements
Map Status	☐ Filed (Recorded) Map is attached ☐ Draft Subdivision Map is attached
Sanitary Sewer Easement Width	☐ 15' (sewer main pipe size ≤ 10" or ≤ 9' deep) ☐ 20' (sewer main pipe size > 10" or > 9' deep) ☐ curb to curb / edge of pavement to edge of pavement
Sanitary Sewer Easement Offer	☐ Sanitary Sewer Easement (SSE) offer language is standard (see below) ☐ Sanitary Sewer Easement (SSE) offer language is not standard If SSE offer not per language below, signed IOD to amend SSE language (see below) is: ☐ will be provided ☐ will not be provided
Sanitary Sewer Easement Width	☐ SSE limits properly shown with correct width and pipe location ☐ SSE limits not properly shown
Existing Sewers	☐ new / previous Map provides correct easement width and current SSE offer language ☐ new / previous Map does NOT provide correct easement width and current SSE offer
Access Only	☐ Map provides correct width & current ACCESS offer per below ☐ Map does NOT provide correct easement width nor current Access offer

For Central San Use Only

Right-of-Way Exhibit and Log are approved:
☐ Yes, date: _____
☐ No, per comments below
☐ No, schedule Compliance Meeting for rejection reasons

Central San Comments: