



PLACER COUNTY WATER AGENCY  
SINCE 1957  
BUSINESS CENTER PHONE  
144 Ferguson Road 530.823.4850  
MAIL 800.464.0030  
P.O. Box 6570 WWW.PCWA.NET  
Auburn, CA 95604

**Right of Way questions (easements, encroachment over Agency facilities, etc.) should be directed to:**

Primary Contact (Thursday and Friday): Richard Gomer (530) 823-4078

Secondary Contact: Sandie Hewston (530) 823-4414 or [shewston@pcwa.net](mailto:shewston@pcwa.net)

## RIGHT-OF-WAY REQUIREMENTS CHECKLIST

- Subdivision or Parcel Map.
  - Provide a Tentative, Final or Final Recorded Map showing acceptance of P.U.E.'s/M.P.E.'s
  - All streets, roads, lanes, and alleys with water facilities dedicated as P.U.E.'s
  - P.U.E.'s or M.P.E.'s dedicated adjacent to all streets, roads, lanes, and alleys
  - Dedication of P.U.E.'s is for all utility purposes and appurtenants
  - If water facilities are located within M.P.E.'s, dedication language specifically allows for use of M.P.E.'s for all utility purposes and appurtenants
  - P.U.E.'s/M.P.E.'s width clearly defined on each page of map and labeled P.U.E or M.P.E.
  - Acceptance language specifically accepts P.U.E.s and M.P.E.'s for the benefit of utility agencies and/or the public and are accepted immediately upon recordation and unconditionally
- Grants of Easement for Water Facilities not installed within P.U.E.'s or M.P.E.'s:
  - Use PCWA approved coversheet (contact Right of Way Technician for current version)
  - Most recent vesting deed(s) showing current property ownership
  - Easement for Off-Site Water Facilities (property not under common ownership) accepted and recorded by PCWA prior to approval of Improvement Plans (All other requirements below apply.)
  - Provide a current (within 6 months) Preliminary Title Report for property to be encumbered
  - For Corporations, LLC's, Partnerships, Trusts, or other "non-individual" parcel ownership, provide proof of authority to encumber property (see Signing Authority checklist)
  - If Preliminary Title Report indicates a lien on the property, provide consent to the Grant(s) from all lien-holders

- If there is an active lease on the property, provide consent to the Grant(s) from all lessees and a copy of the lease showing lessee names
- Legal and Plat contain the following:
  - Basis of Bearing, scale and north arrow
  - Point of commencement and point of beginning shown and are retraceable
  - Legal description gives reference to entire parcel
  - Marked Exhibit 'A' and Exhibit 'B'
  - Total area contained in grant(s) given on legal and plat in square feet
  - Plat shows APN(s) and record number of vesting deed
  - Township, Range and Quarter Section on legal and plat
  - County and State on legal and plat
  - States 'Fee Title' or 'Easement' on legal and plat
  - Stamp and dated signature of surveyor on Exhibit 'A' and 'B'
  - License is current
  - Date shown on Exhibit(s) is prior to date document signed by Grantor(s)
- Coversheet contains the following:
  - Assessor's Parcel Number(s)
  - Name of Grantor(s) is the same as the most current vesting deed(s)
  - Grantor and Grantee named on first page of coversheet
  - Coversheet states 'Fee Title' or 'Easement'
  - Signatory name and Title (if applicable) is typed or legibly printed on signature page
  - Trust, LLC, or Corporation name (and appropriate subsidiary(s) are typed above signatory line
  - Recorder's Block is unchanged from PCWA coversheet template
  - All text is 10 point or larger
  - Notary Acknowledgement is complete and consistent with requirements for State where acknowledgement is performed (preferred is the use of the California All-Purpose Acknowledgement).