



## MANDATORY DEDICATION CHECKLIST

**COUNTY OF SAN DIEGO**  
**DEPARTMENT OF GENERAL SERVICES**  
**REAL ESTATE SERVICES DIVISION / SURVEY SECTION**  
**5560 OVERLAND AVENUE**  
**SUITE 410**  
**SAN DIEGO, CALIFORNIA 92123**

**SUBMITTAL REQUIREMENTS:** (via email or by appointment only).  
(Missing items may result in processing delays or rejection of the project).

- 1. Completed application, and Application Deposit Acknowledgement & Agreement Form / Financially Responsible Party Form (see attached).  
Project Title should be the PDS Project Number triggering the dedication (e.g., TM 5432, TPM 12345, Site Plan PDS2019-LDREFL-00123, etc.).
- 2. **“Current”** Preliminary Title Report, dated within the last 3 months, showing ownership; trust deeds or other estate that may ripen into fee.  
Certain types of dedications can be accomplished with a Lot Book Report. Please contact Real Estate Services (R.E.S.) in advance to determine if your project is eligible.
- 3. For properties held in a fictitious name, business entities or trust, (per California Code), please provide documentation showing the agent(s) name(s), position, along with their authorization to execute real estate transactions highlighted (e.g., Articles of Organization, Operating Agreement, Resolution of the Board of Directors). **Documents cannot be process without these items. THIS IS A COUNTY COUNSEL REQUIREMENT (NO EXCEPTIONS).**
- 4. Assessor's page with subject property highlighted.
- 5. Copy of current vesting document (Grant Deed) for subject property.
- 6. Legal description of dedication area on 8½" x 11" sheet(s), suitable for recording and titled Exhibit "A", (Note: For strips of land a centerline description is preferred), along with closure tapes / calculations prepared by a Professional Land Surveyor (PLS), or Registered Civil Engineer (RCE) licensed to perform land surveying in accordance with PLS Act Section 8731 and submitted in accordance with Sections 8761(b)(c). The final, signed / sealed original shall be submitted before recording.
- 7. Engineering quality plat or sketch, depicting dedication area, along with existing easements / encumbrances on an 8½" x 11" sheet(s), suitable for recording and titled Exhibit "B", (Note: For strips of land a centerline description is preferred), prepared by a Professional Land Surveyor (PLS), or Registered Civil Engineer (RCE) licensed to perform land surveying in accordance with PLS Act Section 8731 and submitted in accordance with Sections 8761(b)(c). The final, signed / sealed original shall be submitted before recording.
- 8. Electronic copies of the legal descriptions in Microsoft Word, AutoCAD files (if available), and closure calculations. Plats can be an Adobe PDF file, (original AutoCAD print preferred). Electronic files to be submitted via email (25-megabit limit per email). For security reasons, we no longer accept external media (e.g. flash drives, CD's). If file(s) exceed said limit, please use multiple emails.
- 9. Copies of any reference documents and support data mentioned in the legal description, (e.g. referenced maps, recorded documents).
- 10. If project is part of a Tentative Map (TM) or Tentative Parcel Map (TPM), provide a copy of the approved (stamped) TM or TPM, along with the latest submittal to PDS Map Processing of the Final Map or Parcel Map.
- 11. Contact information for the PLS or RCE, including email, phone number, and current address (space provided on application).
- 12. Name of Planning and Development Services (PDS) Project Manager and person reviewing the project (space provided on application).
- 13. Copy of Conditions (e.g., Final Notice of Approval, Negative Declaration, Resolution, etc.) with the specific condition(s) triggering the required dedication(s) highlighted.
- 14. An initial deposit of \$685 by cash, check or wire transfer made payable to the County of San Diego is required at time of submittal per County Administration Code Section 362.4(a). This is a "Total Cost Recovery" effort. Hourly fees will be charged for time reviewing / processing the project, additional work, resubmittal reviews, and for requests to expedite processing, based on hourly rates in effect at the time of service. **Real Estate Services cannot access or charge to Planning and Development Services (PDS) project accounts.**



## **MANDATORY DEDICATION CHECKLIST**

**COUNTY OF SAN DIEGO**  
**DEPARTMENT OF GENERAL SERVICES**  
**REAL ESTATE SERVICES DIVISION / SURVEY SECTION**  
**5560 OVERLAND AVENUE**  
**SUITE 410**  
**SAN DIEGO, CALIFORNIA 92123**

### **ADDITIONAL REQUIREMENTS for Open Space & Drainage / Flowage Easements:**

- 15. **Open Space Easements** - Submit copy of Map stamped "Approved" from Environmental Analysis Division (EAD) of Planning and Development Services (PDS), (if available).
- 16. **Drainage/Flowage Easements** - Submit copy of the Improvement Plan stamped "Approved" from Land Development Division of Department of Public Works (DPW), (if available).

### **EXCEPTIONS:**

**Avigation Easements** – In the event that the easement is conditioned to cover the entire property, Item No. 6 and Item No. 7 are not required. The legal description contained in the Preliminary Title Report or vesting deed can be used to satisfy Item No. 6 legal description requirement. Please contact R.E.S / Survey Section in advance for details.

**Relinquishment of Access** – Requirements vary depending on the number of driveways being retained or if all or a portion of the access is being relinquished. Please contact R.E.S / Survey Section in advance for details, as not all above mentioned items will be necessary.

**PLEASE NOTE:** All dedications are required to be granted free & clear of all liens and encumbrances. A Subordination Agreement, Joint Use Agreement or other acceptable documents may be prepared by R.E.S. staff and could result in additional cost to the applicant for obtaining the lienholder's signature in order to satisfy this requirement. This can be a time-consuming process, please plan accordingly.

**Due to review procedures we are required to observe, processing of documents requires a minimum of 10 working days, please plan accordingly.**

### **Please direct inquiries to:**

**Tom McCabe**  
**(619) 952-6413**  
[Thomas.McCabe@sdcounty.ca.gov](mailto:Thomas.McCabe@sdcounty.ca.gov)

**George Midgette, Jr.**  
**(619) 417-6478**  
[George.Midgette@sdcounty.ca.gov](mailto:George.Midgette@sdcounty.ca.gov)

**Adam Eisenberg**  
**(619) 340-3784**  
[Adam.Eisenberg@sdcounty.ca.gov](mailto:Adam.Eisenberg@sdcounty.ca.gov)



# MANDATORY DEDICATION APPLICATION

**COUNTY OF SAN DIEGO**  
**DEPARTMENT OF GENERAL SERVICES**  
**REAL ESTATE SERVICES DIVISION (MS O200)**  
 5560 OVERLAND AVENUE,  
 4<sup>TH</sup> FLR, SUITE 410  
 SAN DIEGO, CALIFORNIA 92123

<b>Project Title:</b> <small>(e.g. TM 5432, TPM 15123, PDS2019-LDREFL-00263)</small>		<b>Date:</b>
<b>Name of Requestor / Agent (Point of Contact)</b>		
<b>E-mail:</b>		
<b>Company:</b>		
<b>Address:</b>		
<b>Office Phone:</b>	<b>Cell Phone:</b>	
<p>This is an <b>INITIAL DEPOSIT</b> of a "<b>Total Cost Recovery</b>" effort. Additional fees will be charged based on time reviewing / processing the project, resubmittals, requests to expedite processing. Real Estate Services cannot access Planning and Development Services (PDS) project accounts.</p> <p><b>Name of Financially Responsible Party (Check Issued By):</b></p>		
<b>Company:</b>		
<b>Office Phone No.:</b>	<b>Cell Phone No.:</b>	
<b>E-mail:</b>		
<b>Address:</b>		
<b>Name of County PDS Project Manager:</b>		<b>Name of County PDS / DPW Reviewer:</b>
<b>Name of Land Surveyor or Engineer:</b>	<b>Office Phone No.:</b>	<b>Address:</b>
	<b>Cell Phone No.:</b>	
<b>Comments:</b>		



**DEPOSIT ACKNOWLEDGEMENT**  
and  
**FINANCIAL AGREEMENT**  
(MANDATORY DEDICATIONS)

**COUNTY OF SAN DIEGO**  
DEPARTMENT OF GENERAL SERVICES  
REAL ESTATE SERVICES DIVISION / SURVEY SECTION  
5560 OVERLAND AVENUE  
SUITE 410  
SAN DIEGO, CALIFORNIA 92123

**INTRODUCTION**

It is the policy of the County of San Diego to recover from applicants for land development approvals the full cost of processing such applications, including all time spent by County staff to review, comment, coordinate and communicate with applicants and the public on the processing of a proposed application. (See Board of Supervisors' Policy B-29.) An advance **deposit** is required for certain applications, in an amount as set by ordinance, based upon average costs as past experience demonstrates for the processing of a single dedication document. This initial deposit amount is **only an estimate** of the amount which will be required to process an application of a particular type; for an individual case, the actual cost may be substantially less or more than the initial deposit amount.

As work proceeds on an application, actual County costs will be recorded. In some cases, the amount of County costs may exceed the amount on deposit, resulting in a deficit account. On applications, if anticipated or actual County costs exceed the amount of the initial deposit, the applicant is required to pay the additional amount necessary to cover such costs. When a case is completed, any unused amount on deposit will be refunded.

It may become necessary for the County to engage the services of an outside contractor to assist with processing an application. Costs for such services are considered County costs and are to be paid by the applicant as with the above.

**AGREEMENT**

"Financially Responsible Party" is herewith depositing or has previously deposited with the County of San Diego the sum of **\$685.00** for processing the following application being filed with the County. Said deposit and any subsequent deposits are made on behalf of the person, corporation or partnership named below as the "Financially Responsible Party". With reference to said application and deposit, Financially Responsible Party hereby acknowledge and agree as follows:

1. Said deposit shall be held by the County in an account under the name of the Financially Responsible Party and shall be considered as the owner of all funds in said account, and Depositor (if different from Financially Responsible Party) releases any interest in said funds. Except as provided below, any funds remaining in said account at the completion of work on said application shall be refunded to the Financially Responsible Party at the address below.
2. All costs incurred by the County in processing said application, including overhead, whether within or over the amount of said deposit, shall be paid by Financially Responsible Party. This is Financially Responsible Party's personal obligation and shall not be affected by sale or transfer of the property subject to the application, changes in Applicant's business organization, or any other reason. County is authorized to deduct such costs from said deposit at such times and in such amounts as County determines. If the Financially Responsible Party withdraws an application not involving a violation of a County ordinance, County will cease work thereon within one day.
3. "Costs incurred by the County" under paragraph 2 include costs for the services of an outside contractor, where the County determines to use contract services.
4. In the event that County determines that said deposit must be increased by additional sums in order to cover work anticipated to be necessary to complete processing of said application, County may make a written demand for such increased deposit and mail or email the same to Financially Responsible Party at the address below. Financially Responsible Party will deposit with County such additional sums demanded within thirty days of the date of County's request.
5. If Financially Responsible Party fails to deposit such additional sums within said period, County may cease work on said application. County may thereafter deem said application to have been withdrawn by Financially Responsible Party or may forward said application to the appropriate decision-maker with a recommendation for denial. The application will not be approved until required deposits are paid in full.



**DEPOSIT ACKNOWLEDGEMENT  
and  
FINANCIAL AGREEMENT  
(MANDATORY DEDICATIONS)**

**COUNTY OF SAN DIEGO  
DEPARTMENT OF GENERAL SERVICES  
REAL ESTATE SERVICES DIVISION / SURVEY SECTION  
5560 OVERLAND AVENUE  
SUITE 410  
SAN DIEGO, CALIFORNIA 92123**

- 6. If the amount of costs incurred by County exceeds the amount of funds on deposit, and Financially Responsible Party has failed to pay County sufficient funds to cover said deficit after demand, County may, in addition to ceasing work on said application, take any or all of the following actions:
  - (a) cease work on and refer the account to the County’s collection agency;
  - (b) charge such deficit amount to any other account(s) held by County on behalf of Financially Responsible Party for such other land development applications;
  - (c) commence suit or pursue any other legal or equitable remedies available to it.
  
- 7. If County commences suit to recover any deficit in processing costs, the party prevailing in such suit shall be entitled to recover as costs from the other party its costs of litigation, including reasonable attorneys' fees.

**FINANCIALLY RESPONSIBLE PARTY**

R.E.S. No. \_\_\_\_\_  
(ASSIGNED BY COUNTY STAFF)

Name of Company/Business/Individual or Trust: \_\_\_\_\_

If Attention/Care of/Doing Business as: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**FINANCIALLY RESPONSIBLE PARTY’S SIGNATURE:**

By: \_\_\_\_\_

DATE: \_\_\_\_\_

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

New  Change

**This form must be completed and signed at the time of submittal.**

(To be completed by County RES Staff):

Entered into DGS: By: \_\_\_\_\_

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



**DEPARTMENT OF GENERAL SERVICES**

5560 OVERLAND AVENUE, SUITE 410, SAN DIEGO, CALIFORNIA 92123  
(619) 694-2338

**MARKO MEDVED, PE, CEM**  
DIRECTOR

**NICOLE J. ALEJANDRE**  
ASSISTANT DIRECTOR

ACH Account Information

APN, TM or PDS No.: \_\_\_\_\_

**ACH ELECTRONIC WIRE TRANSFER**

FOR TRANSACTIONS TO THE COUNTY OF SAN DIEGO VIA ACH OR WIRE:

Beneficiary Bank: JP MORGAN CHASE BANK

Bank Location: New York, NY 10004

Beneficiary: County of San Diego

ABA Routing Number: 322271627

Beneficiary Account Number: 308826566

Type of Account: Checking

For questions regarding the above, please contact Carrie Castillo at 619-952-4770 or at the e-mail address, [carrie.castillo@sdcountry.ca.gov](mailto:carrie.castillo@sdcountry.ca.gov).

