



CITY OF MORGAN HILL

DEVELOPMENT SERVICES CENTER – LAND DEVELOPMENT ENGINEERING

17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236
Website Address: www.morgan-hill.ca.gov

**Submittal Requirements
for
GRANT OF PUBLIC EASEMENT**

PURPOSE

The review of Grant of Public Easement(s).

SUBMITTAL REQUIREMENTS

An application shall be made by the property owner or agent thereof and must be accompanied by the following information to be accepted for processing:

1. Application – Engineering Review
2. Plat and legal of public easement area – **Two (2)** sets.
3. Title Report – Preliminary report not more than 3 months old
4. Provide Title Report Backup Documents, if applicable
 - Copy of the recorded deed
 - Copy of easements and dedications
 - Copy of recorded map
5. Topographic Survey - **One (1)** set (24” x 36”)
 - Survey of site showing all existing structures located relative to proposed easement area.
6. Copy of adjoining deeds, recorded maps, easements used as reference
7. Closure Calculations
8. Digital copies (to include AutoCAD file) of all submittal items for download or submitted in a flash drive
9. Review Fee: **\$3,218*** Check made payable to City of Morgan Hill.

**(effective 07/01/2023, Service No. 113, AC# 206-38737)*