





## Administrative Policy

Title: Acceptance of Real Property Deeds & Easements				
Administered By: Management Services (City Clerk)				
Policy No.	Issue Date	Revision Date	Department Head Approved	City Manager Approved
07200.001	06-21-91	08-04-16		

### ARTICLE I - PURPOSE

#### Section 1.1 General Purpose

The purpose of this policy is to establish a uniform policy concerning all grant deeds or easements that are offered to the City of Corona for acceptance are to have a Certificate of Acceptance attached for processing.

#### Section 1.2 Superseded Policies

This policy supersedes and replaces the following policies, which are hereby eliminated in their entirety and are of no further force and effect:

- Policy 100.10 (Acceptance of Deeds & Easements)

### ARTICLE II - DEFINITIONS AND SCOPE

#### Section 2.1 Definitions

For purposes of this policy, the following definitions shall apply:

- NONE

## **Section 2.2 General Scope**

Unless otherwise stipulated herein, this policy applies to all City employees. All such employees shall comply with the provisions outlined in this policy. It is the responsibility of all supervision to ensure that the provisions outlined in this policy are enforced for those City employees under their authority.

## **Section 2.3 Exemptions from Scope**

This policy shall not apply to:

- NONE

## **ARTICLE III – GUIDELINES**

### **Section 3.1 Procedure**

- A. When a deed or easement is offered to the City for acceptance, the receiving department shall forward the document to the City Clerk's Office.
- B. The City Clerk will prepare a numbered Certificate of Acceptance and forward it and the deed or easement to the City Attorney.
- C. The City Attorney will review the form of the deed or easement and will either sign the Certificate of Acceptance or return the documents with recommended corrections. If corrections are requested, they will be made and the documents will be returned to the City Attorney for final approval and signature.
- D. Except as provided for in CMC Section 2.04.060(X), all conveyances involving an interest in real property (grants of fee title and easements) must be approved and accepted by the City Council. CMC Section 2.04.060(X) authorizes the City Manager to approve and accept certain grants and deeds which convey to the City an easement interest in real property. If a department believes that the City Manager has the authority to approve and accept a deed or easement, a Routing Form approved by the City Clerk must be used to obtain such approval.
- E. The approved deed or easement will have the City Seal affixed then sent to the County Recorder's office by the City Clerk.
- F. When the City Clerk has received the recorded document, the City Clerk will forward a conformed copy of the document to the appropriate department. The City Clerk will retain the original, conformed copy for the City's official records.

- G. Departments shall inform individuals or entities interested in offering a deed or easement to the City that the process provided for in this policy shall be followed.