



## DEDICATION OF RIGHT-OF-WAY

The following Dedication of Right-of-Way form has been created by the Beaverton City Attorney's office. Please send all completed forms to the City engineering plans examiner assigned to the project. The plans examiner should verify: the legal description, that the attached sketch matches the legal, and that the form is clear and readable with live ink signatures (no facsimiles or copies of facsimiles as the text becomes unreadable), and that the person signing is shown in the development file as an owner of the property. If these entries are accurate the plans examiner will then transmit the document to the City Attorney for approval. The cover letter or transmittal (from the applicant) accompanying the dedication should clearly state the project name as it appears in City records and the Development Services file or project numbers. Items submitted without verification or reference numbers will be returned.

The Attorney's office will send approved dedications to the City Recorder for recording with Washington County, with photocopy to the plans examiner. **PLEASE CONTACT THE PLANS EXAMINER, NOT THE CITY ATTORNEY OR CITY RECORDER OFFICES, TO VERIFY THAT THE DEDICATION HAS BEEN APPROVED.** Items not approved will be returned with explanation to the plans examiner who then will contact the applicant. Thank you.

### ITEMS NEEDED FOR A COMPLETE DEDICATION SUBMITTAL

1. Cover sheet (transmittal) from the applicant/owner indicating the location of the easement and which project (using the project name as it appears in City records and the City reference number).
2. A completed City standard Dedication of Right-of-Way form with original, live ink signatures (NO COPIES OF FACSIMILES WILL BE ACCEPTED).
3. A metes and bounds legal description from a registered professional Surveyor or Civil Engineer (Exhibit A).
4. A sketch with the point of beginning clearly labeled along with all existing and proposed property lines, retaining walls, buildings, and the bearing and distances of all lines. This page is to aid the review and approval process.

Updated 10/2003