

## Land Management Civil Application - Dedication by Separate Instrument – Special Warranty Deed – Right of Way - Submittal Checklist Guide

This submittal checklist guide is to be completed as part of your application with the City. Download this checklist before completing fillable fields, then upload with your application through the Online Submittal Center. Choose Document type as "Supporting Document" when uploading.

### Online Application Information for Customer:

Submit applications at [Accela Citizen Access](#)

Start a New Application > Civil Engineering Applications > Land Management

Project Type: **Dedication by Separate Instrument**

### General Project Information:

Name: Click or tap here to enter text.

Description: Choose an Item.

Associated Project No.: HTE#

Pre-Application Mtg. No.: PRJ

Pre-Application Mtg. Date: [Publish Date]

Planning Case Number(s): Click or tap here to enter text.

#### ATTENTION:

This submittal guide is a reference/resource for applicants to prepare for submitting an application. This document is not required to be included with your attachments.

Items checked on this guide should be uploaded in your attachments. Plan sets may be uploaded as multi-page PDFs.

If the box is not checked, these items are not required but may be included if needed and can be uploaded to your project as a "Supporting Document."

### Upload and Submit:

Checked files required to be submitted in your applications. Use the following checklist to ensure all necessary information has been provided with your application. Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be rejected until all requirements are met. **Files must be in this order and use titles listed.** Use naming convention provided (*Do not include wording in parentheses or superscript numbers*).

### When to use this form:

This Dedication by Separate Instrument form is for dedication of easements and rights for the benefit of the City of Goodyear. Private easements should not use this form and are not submitted to the City of Goodyear for processing. Examples of when to use this form are for City of Goodyear sewer and water infrastructure, Public Utility and Sidewalk Easements, City Drainage Easements, Special Warranty Deed for City Right of Way.

### Process:

Only one dedication by separate instrument is allowed per submittal. Submit multiple submittals/records for multiple dedications by separate instruments.

Refer to the [Dedication by Separate Instrument Process Guide](#).

Since the City is a party to the dedication, it needs to be processed by the City. Once the below required documents are submitted to the City and deemed correct, the documents are routed to our Real Estate Division who will draft, process, and record the easement. The City Real Estate Division may reach out to the Applicant directly outside of the Electronic Plan Review system to request additional items for the dedication by separate instrument or with comments/questions. Once the easement language is drafted, City Real Estate will send the drafts to Owner(s) for signatures. The Applicant will then provide the City with the easement executed by

appropriate Owner(s) and any lender. The Applicant will then need to pay the review and recording fees. Once fees are paid, the City will then record the easement.

**Dedication by Separate Instrument Documents:**

- 001 Submittal Checklist *(this form)*
- 002 AutoCAD
- 003 Special Warranty Deed Exhibit *(Exhibit of proposed easement(s) overlaid on existing easements, can overlay on ALTA)*
- 004 Special Warranty Deed – [Esmt Info Form](#) *(Fill out all fields with 1st submittal)*
- 005 Special Warranty Deed – SA *(Signature Authority: Signor's Corporate Legal Authorization Document)*
- 006 Special Warranty Deed – SB *(Signature block in MS Word Format)*
- 007 Special Warranty Deed – TC *(Title Commitment)*
- 008 Special Warranty Deed – LD *(Legal Description & Exhibit, including closure report)*

**Plan Review and Fees:**

All fees are due prior to Recordation.

STAFF USE ONLY	
Department Routing:	<input checked="" type="checkbox"/> Civil Engineering Group 2 <i>(final plats, MLDs &amp; MODs only)</i> <input type="checkbox"/> GIS <i>(CDs and CDs with MLD &amp; Final Plats only)</i> <input type="checkbox"/> Legal <i>(standard)</i> <input type="checkbox"/> Planning <i>(Standard)</i> <input checked="" type="checkbox"/> Real Estate <i>(Standard)</i>