



## **ADAMS COUNTY DEDICATION PACKET**

(INCLUDES EASEMENTS AND RIGHTS-OF-WAY FOR PUBLIC USE)

There are various situations in which easements and rights-of-way may be dedicated to the County for public use. If a new subdivision plat is not being required, Adams County requires these dedications to be made to the County by separate conveyance document. There is no processing fee or application form for dedications. You will, however, have to hire a surveyor (registered in Colorado) to prepare a legal description and illustration using our Property Description Specifications (included in this packet). Also, an Ownership Information Sheet is provided in this packet for the owner to fill in the required information. This information must be correct and current. If we cannot verify the ownership information provided, you may have to obtain a title commitment.

This packet is for dedications only, and the County will not participate in any negotiations for dedications. It contains the step-by-step process on how to do an easement or right-of-way dedication to Adams County, the specifications for the description and illustration, and examples of how those documents should be prepared. If you have questions after you've reviewed this packet, contact Right-of-Way Specialist Marissa Hillje ([mhillje@adcogov.org](mailto:mhillje@adcogov.org)) in Community and Economic Development Department.

### **REQUIRED ITEMS for Dedication submittals:**

**All required items must be submitted at the same time.**

- ✓ **Ownership Information Sheet completely and accurately filled out**
- ✓ **Legal description prepared to County Specifications**
- ✓ **Illustration prepared to County Specifications**
- ✓ **Current Certificate of Taxes Due (if right-of-way dedication)**
- ✓ **A Metes and Bounds closure sheet(s) for legal descriptions**

### **STEPS FOR PROCESSING DEDICATIONS:**

1. A professional land surveyor should prepare the legal description and illustration using the attached specifications.
2. Email the legal description and illustration to the Right-of-Way Specialist. If rights-of-way are being dedicated, the County will also need proof of property taxes paid. This may be obtained from the County Treasurer.
3. The information submitted will be reviewed and the surveyor will be contacted by email if any changes are required.
4. Once the documents are acceptable, a conveyance document will be prepared that will legally dedicate the easement or parcel to the County.
5. The conveyance document must be signed by the property owner, notarized, and returned to the Right-of-Way Specialist.
6. The Right-of-Way Specialist will submit the documents to the Planning Commission and BOCC for review and approval.
7. The Right-of-Way Specialist will record the document after BOCC approval

From original submittal, staff has 14 days to review documents and make any comments. Expediency to completing the process is reliant on applicant's response time.

**Building/ Engineering permits cannot be approved until the documents are submitted to Planning Commission.**



## **PROPERTY DESCRIPTION SPECIFICATIONS (See Example of Legal Description Exhibit A):**

Descriptions submitted to the Right-of-Way Specialist will not be accepted unless prepared by a professional land surveyor registered in the State of Colorado, and shall conform to the following required criteria:

1. Submit an original typewritten legal description on letter size plain white paper (8.5" x 11"). **Electronic submittals of PDF's are acceptable.**
2. Each description must have an introduction which states the existing use of the property described, the location of the property (Section, Township, Range, P.M.), the subdivision name and filing number, if applicable, along with the reference to the recording information of the current vesting deed of the parcel from which the dedication was created from. Samples are provided in this packet.
3. The body of the description must contain sufficient information to avoid any ambiguities or the necessity for assumptions.
4. The description must close mathematically with a ratio of closure of at least 1': 10,000'. **Distances should be represented in "U.S. survey feet."**
5. The point of beginning must be tied to an established land corner or to a point identifiable on a recorded subdivision plat.
6. Metes and bounds descriptions are preferred whenever possible. Centerline descriptions will be accepted only when:
  - A. The point of beginning and the point of terminus are described in the text and are tied to independent control points.
  - B. The land described is uniform in width (from the described centerline) throughout its entire length.
  - C. The sidelines of the land described are at all points parallel with the described centerline.
  - D. Land (or easement) descriptions that deviate from any of the foregoing conditions must be written in a metes and bounds format.
7. The area shall be expressed in square feet and acres.
8. Each description shall be signed and sealed in accordance with C.R.S. 12-25-217(2) which presently states: "All documents, plats, and reports resulting from the practice of land surveying shall be identified with and bear the seal or facsimile and signature of the land surveyor in responsible charge."
9. Each description shall have a heading similar to "Exhibit A". With the subsequent descriptions to be consecutively lettered Exhibits. (Example: Exhibit A, Exhibit B, Exhibit C, etc.)
10. No Company logos



## **ILLUSTRATION SPECIFICATIONS (See Illustration for Exhibit B as an example):**

An illustration shall accompany each property description conforming to the following format:

1. A paper drawing in ink or computer generated and plotted representation done according to the example.
2. Font size should be no smaller than 6 point or L60.
3. Size is to be 8 ½ " x 11". **Please note the County margin spaces: 1" Margin on the top and 1/2" on both side and bottom.**
4. The following disclaimer statement must appear on each exhibit:  
**"THIS ILLUSTRATION DOES NOT REPRESENT A MONUMENTED SURVEY. IT IS INTENDED ONLY TO DEPICT THE ATTACHED DESCRIPTION."**
5. The heading at the top of the sheet should read "Illustration for Exhibit \_\_\_" (insert letter).
6. Bearings, distances, and curve data should be shown on the illustration and should match the legal description.
7. No Company logos
8. Show a bar and ratio scale and north arrow.
9. Label all street names and alleys.
10. Recording information of current vesting deed at the time of dedication.
11. Label the lot and block numbers and the subdivision plat names and filing numbers.
12. Each illustration shall be signed and sealed in accordance with C.R.S. 12-25-217(2) which presently states:  
*"All documents, plats, and reports resulting from the practice of land surveying shall be identified with and bear the seal or facsimile and signature of the responsible land surveyor."*

## **INTRODUCTORY PARAGRAPH SAMPLES FOR LEGAL DESCRIPTIONS**

The following are examples of typical introduction paragraphs for the **legal descriptions**:

- A. EASEMENTS (which include all easements for sidewalks, access, fire lane access, storm sewer lines, or drainage) : A type easement, 16.00 feet wide, situated in the NW 1/4 of Section 12, T1S, R67W of the 6<sup>th</sup> P.M., Adams County, Colorado, being a part of Lot 1, Block 1, XYZ Subdivision Filing No. 1, more particularly described as follows:
- B. RIGHT-OF-WAY DEDICATION(streets, lot corner radii, and other parcels for public use): A parcel of land 55.00 feet wide, situated in the NW 1/4 of Section 12, T4S, R67W of the 6<sup>th</sup> P.M., Adams County, Colorado, being a part of Lot 1, Block 1, XYZ Subdivision Filing No. 1, more particularly described as follows:



## OWNERSHIP INFORMATION SHEET

**This sheet is necessary for all submittals.** Complete this page and submit to Right-of-Way Specialist with completed documents. If the Right-of-Way Specialist is unable to verify the information given below, additional ownership information may be required from the owner such as a current title commitment or title policy. Information provided must be accurate or delays may occur in the processing of your document.

Property Description: (i.e., Lot, Block, Subdivision plat name and filing number, or metes and bounds description. Attach separate sheet if necessary.)

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Owner Name(s): (should appear exactly as given on deed by which property was acquired by owner)

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Owner's Address:

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Type of business (if applicable): (i.e., corporation, partnership, limited liability co., etc.)

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State of incorporation or registration (if applicable):

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Contact Person:

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Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**EXHIBIT "A"**

**DEED FROM RICARDO VALDEZ  
TO  
THE COUNTY OF ADAMS, STATE OF COLORADO**

Legal Description

A parcel of land being a portion of Lot 1 Block 7 of the WESTERN HILLS FILING NO. 1, a Subdivision recorded on October 7, 1954 in File No. 10 Map 82 Reception No. 430673 in the Office of the Clerk and Recorder of Adams County, Colorado, located in the Southwest Quarter of Section 34, Township 2 South, Range 68 West of the 6<sup>th</sup> Principal Meridian, being more particularly described as follows:

Beginning at the Northeasterly Corner of said Lot 1, thence South 00°02'17" East, along the Easterly line of said Lot 1, a distance of 10.00 feet;

Thence leaving said Easterly line, North 45°02'17" West, a distance of 14.14 feet to a point on the Northerly line of said Lot 1;

Thence North 89°57'43" East, along the Northerly line of said Lot 1, a distance of 10.00 feet to the Point of Beginning.

Containing: 50 square feet, more or less.

Legal description prepared by:

Ian Cortez, PLS  
Colorado Professional  
Land Surveyor No. 32822  
For and on behalf of:  
Adams County, Colorado

Exhibit "B" attached and hereby made a part thereof.



# EXHIBIT "B"

CRAIGMORE STREET

N89°57'43"E  
10.00'

POINT OF  
BEGINNING

N45°02'17"W  
14.14'

S0°02'17"E  
10.00'

AREA=  
50 S.F.,±

RICARDO VALDEZ  
WESTERN HILLS FILING NO. 1  
LOT 1, BLOCK 7

20 CRAIGMORE ST.  
PN: 1719-34-3-09-030

BROADWAY STREET

WEST LINE-SE1/4 SEC. 34



SCALE: 1" = 30'



ADAMS COUNTY  
COLORADO

THIS EXHIBIT IS NOT A BOUNDARY SURVEY AND  
SHOULD NOT BE USED AS SUCH. IT IS INTENDED ONLY  
TO DEPICT THE ATTACHED LEGAL DESCRIPTION.