

APPLICATION FOR REQUEST TO TRANSFER PROPERTY INTERESTS OF
DISTRICT (i.e. ACCESS EASEMENT OR QUITCLAIM)

1. Applicant's Name _____
2. Landowner's Name _____
3. Mailing Address _____
Phone # _____ Email _____
4. Name of District Facility Involved: Lateral _____ Drain _____
5. Location of property/properties involved in request (attach map) :APN# _____
Address: _____
6. Briefly describe request (reason applicant wants to acquire property interest from District. If necessary, a separate letter may be attached.)

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

1. \$275.00 fee.
 2. A copy of the current deed which includes a legal description of property.
 3. Value of land (i.e., current appraisal, recent sales)
 4. Maps, title report findings, or any other such information or documentation that will support request.
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BRING COMPLETED FORM & NECESSARY DOCUMENTS TO SSJID

1. The final transfer documents will be prepared for you by the Engineering Dept.
2. Your notarized signature is required for recording, because this is a recorded document, all legal owners of the property must sign the document. A notary public is available in our office, for your convenience. Our business hours are 7:30 A.M. - 4:30 P.M., Monday-Friday.
3. Besides the cost of the transfer of Real Property, a fee may be required for filing w/county recorder, staff review, inspection, preparation of legal descriptions, survey, and related administrative costs.
4. Your completed application will be reviewed & processed according to District policy. In accordance with the policy, a determination will be made as to the feasibility of the request and a recommendation will be made to the Board of Directors. Staff may recommend denial of request if it does not satisfy criteria established by District policy.
5. If you have any questions please feel free to contact our office at 249-4600 and ask for the Engineering Department.

APPLICANT'S SIGNATURE _____