



## APPLICATION FOR RIGHT-OF-WAY OR PUBLIC EASEMENT DEDICATION (PPE)

Please complete all information below. Current telephone and email are required to process application.

<b>Project Site Address</b>		<b>APN (s)</b>									
<b>Type of Project</b>	<input type="checkbox"/> Right of Way Dedication <input type="checkbox"/> Easement Dedication										
<b>Applicant's Telephone &amp; Email</b>											
<b>Property Owner Name*</b>											
<small>*Note: Requesting property owner must also be the underlying fee owner (owner of the land underneath the right of way or public easement), otherwise application will not be accepted.</small>											
<b>Property Owner Mailing Address</b>											
<b>Owner, Developer's Telephone &amp; Email</b>											
<b>Surveyor Name and Firm Name</b>											
<b>Surveyor Telephone &amp; Email</b>											
<b>Planning/Zoning Case Number(s)</b>											
<b>APPLICANT HAS READ AND ACKNOWLEDGES THE FOLLOWING:</b>											
<ol style="list-style-type: none"> <li>1) Only application packages with completed submittal checklist and all required items and information will be accepted for processing.</li> <li>2) This application is only valid for right-of-way or public easement dedication. Other adjustments to real property may require additional applications, processes, and fees.</li> <li>3) Routing and review will not occur until fees are paid.</li> <li>4) By signing below, applicant attests that this submittal package complies with all applicable provisions of the California Streets and Highways Code and Government Code.</li> </ol>											
<b>Applicant's Signature</b>  _____ Date _____  Print name:  _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 5px;"><b>THIS BOX FOR OFFICE USE ONLY</b></th> </tr> <tr> <td style="width: 50%; padding: 5px;">           Permit Fees Paid?            Yes ___ No ___         </td> <td style="width: 50%; padding: 5px;">           Is the Submittal Checklist Attached?            Yes ___ No ___         </td> </tr> <tr> <td colspan="2" style="padding: 5px;"><b>ENGINEER ASSIGNED:</b></td> </tr> <tr> <td style="padding: 5px;"><b>NOTES:</b></td> <td style="padding: 5px;"></td> </tr> </table>			<b>THIS BOX FOR OFFICE USE ONLY</b>		Permit Fees Paid? Yes ___ No ___	Is the Submittal Checklist Attached? Yes ___ No ___	<b>ENGINEER ASSIGNED:</b>		<b>NOTES:</b>	
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<b>NOTES:</b>											



**DEDICATION SUBMITTAL CHECKLIST**

Complete the Checklist below and submit with your application.

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Check</u></b>
<b>1</b>	Letter of Request for dedication signed by all owners of adjoining and underlying properties.	Yes ___ No ___
<b>2</b>	List of adjacent property owner names and contacts, including mailing addresses, telephone numbers, and email addresses.	Yes ___ No ___
<b>3</b>	Title reports for each of the adjoining parcels, not older than 6 months.	Yes ___ No ___
<b>4</b>	Evidence of underlying fee ownership.	Yes ___ No ___
<b>5</b>	Legal Description (Exhibit “A”), signed and stamped by Licensed Surveyor.	Yes ___ No ___
<b>6</b>	Exhibit Map/Plat (Exhibit “B”), signed and stamped by Licensed Surveyor.	Yes ___ No ___
<b>7</b>	Closure calculations signed and stamped by Licensed Surveyor.	Yes ___ No ___
<b>8</b>	Detailed Topographic survey showing all existing utilities and surface features if not included in Plat, signed and stamped by Licensed Surveyor.	Yes ___ No ___
<b>9</b>	Property Ownership Map showing all adjacent property owners, addresses, and APNs.	Yes ___ No ___
<b>10</b>	Letter of Agency (if necessary).	Yes ___ No ___
<b>11</b>	Copy of all related recorded documents (Easements, Maps, Irrevocable Offer of Dedication, etc.).	Yes ___ No ___
<b>12</b>	Evidence of approval from Oakland Fire Department.	Yes ___ No ___
<b>13</b>	Draft deed restrictions for public easements and rights of way, as applicable (irrevocable offers of dedication).	Yes ___ No ___
<b>14</b>	<b><u>REQUIRED:</u></b> Email electronic copies to or link to download to: <a href="mailto:DOTOnlinePermits@oaklandca.gov">DOTOnlinePermits@oaklandca.gov</a> (Include address and permit type in subject line)	Yes ___ No ___



## **Frequently Asked Questions for Dedicating Public Right-of-Way or Public Easements (PPE)**

### **1. Can my application be denied?**

*Answer:* Yes. There are many reasons for an application to be denied. There is no guarantee an application will be approved and the Applicant assumes all risk. However, the City cannot begin the process unless the Applicant is already the underlying fee owner.

### **2. What is a “private access easement” or a “shared access facility?”**

*Answer:* Vehicle access can be provided by a privately maintained access easement or facility when a public right-of-way, publicly maintained street or roadway, does not exist. A "private access easement" is a privately owned and maintained right-of-way which provides vehicular access to each of not more than four lots on a Parcel Map (OMC Chapter 16.32). A Conditional Use Permit from the Oakland Planning Department is required for any “Shared Access Facility” (OMC 17.102.090). If a private access easement or shared access facility is necessary to approve the vacation of public right-of-way the easement must also comply with the Oakland Municipal Code in the approval, design, construction and maintenance of the easement.

### **3. May I dedicate new easements or right-of-way with a Parcel or Tract Map application?**

*Answer:* Yes, a separate PPE Permit application may not be necessary if you are subdividing the property with a tentative map and all dedications are properly shown on the Parcel or Tract map for recordation with the County. Vacating existing right-of-way or easements may require a separate PPE-Permit(s).

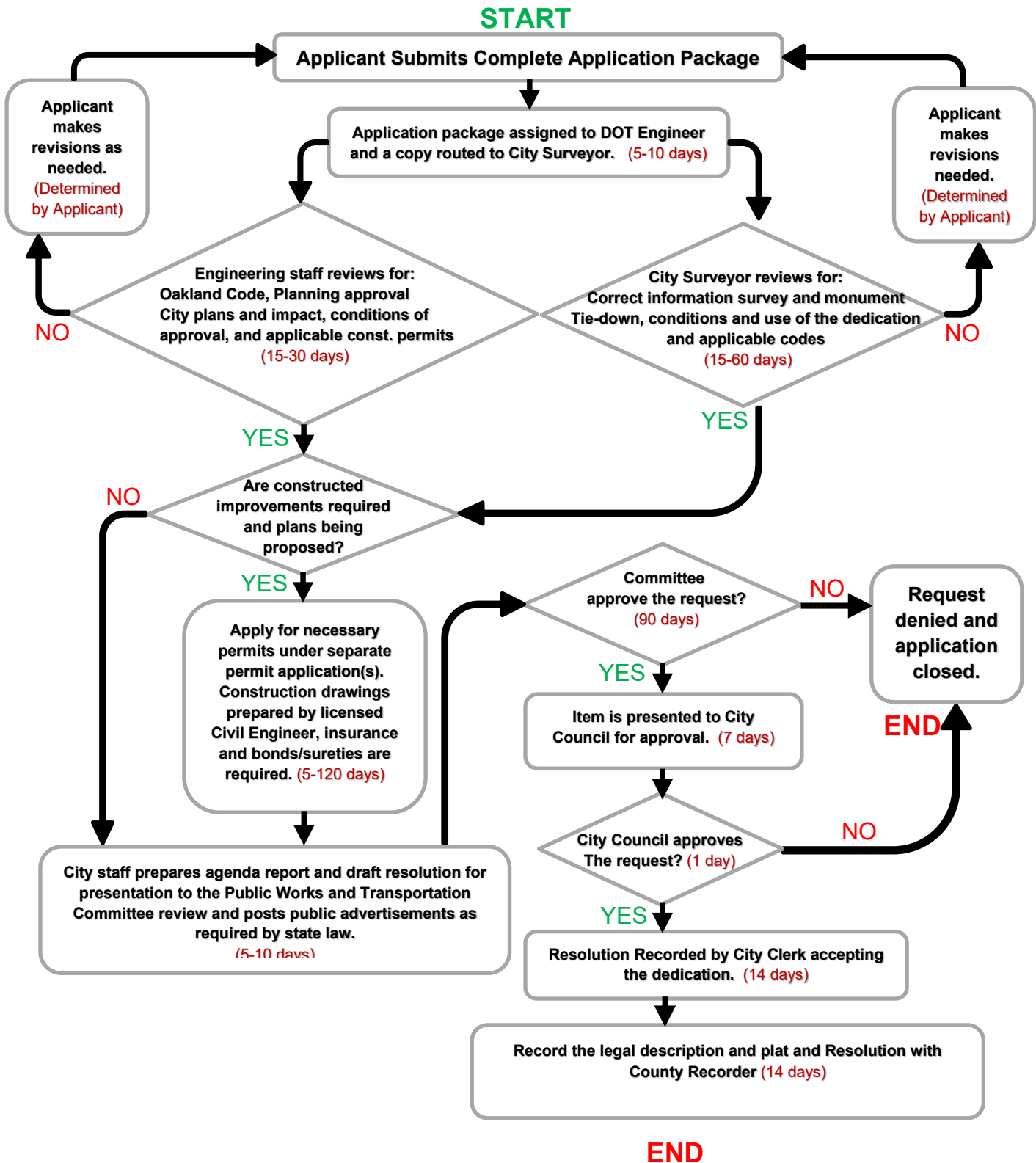
### **4. My project is with the City’s Economic and Workforce Development Department. Do I need to submit a PPE Permit application(s) and pay the DOT permit fees?**

*Answer:* The project sponsor, whether you or the Economic and Workforce Development Department, is responsible for paying the DOT application fees before processing. Contact your Economic and Workforce Development Coordinator and request a pre-application meeting with DOT Engineering Services. Your project plans must be prepared by a licensed civil engineer. Plans must include existing and proposed utilities and any easements needed for access and emergency vehicles.



**RIGHT-OF-WAY OR PUBLIC EASEMENT DEDICATION**

Estimated City processing time: 142 - 316 working days





**HOW ARE  
 RIGHT-OF-WAY AND PUBLIC EASEMENT DEDICATION  
 FEES CALCULATED?**

The fees for Right-of-Way or Public Easement Dedication Permits are calculated based upon the approved Oakland Master Fee Schedule, as of July 1, 2024.

**RIGHT-OF-WAY DEDICATION**

No.	Description	Amount	
1	Street Dedication	4,980.00	Street

**OAKLAND ZONING REGULATIONS**

No.	Description	Amount	
1	General Plan Determination	1,166.00	Request

**ADMINISTRATION** \*\* Non-Refundable per Master Fee Schedule added to all permits

1	Application Fee	76.00	Each Permit
2	Record Management and Technology Enhancement Fee	14.75%	Permit Total



**CITY SURVEYOR REVIEW**

The Plats and Descriptions prepared by the Licensed Land Surveyor are reviewed and approved by the City Surveyor.

A minimum of 6 hours of review time for the City Surveyor is required with the initial application and the amount is calculated based upon the approved Oakland Master Fee Schedule, as of July 1, 2024.

**SURVEY SERVICES (Review by City Surveyor)**

No.	Description	Amount	
1	Standard 2 person survey party and equipment (First 4 hours)	2,015.58	Each
2	City Surveyor	246.85	Hour
3	Senior Survey Tech	140.57	Hour
4	Replacement of a Survey Monument After Disturbance or Loss (Destruction) Without Prior Notice (Flat Fee)	7,903.17	Each
5	<b>Review of Subdivision: Parcel Map</b>	4,228.56	Each
	a. Parcel Map		
	b. Additional Reviews two hours	488.80	Each
6	<b>Review of Subdivision: Final Map</b>	4,717.75	Each
	a. Final Map		
	b. Additional Reviews two hours		

**ADMINISTRATION \*\* Non-Refundable per Master Fee Schedule added to all permits**

1	Application Fee	76.00	Each Permit
2	Record Management and Technology Enhancement Fee	14.75%	Permit Total

The Applicant must pay all invoiced amounts owed *before* the item is scheduled for the City Council Meeting. This includes all review time by Surveyor Services.