INSTRUCTIONS FOR APPLICANTS:
OPEN SPACE EASEMENT FORMS

FORM0315	*Deed - Open Space Easement - Common Open Space (RC District)*
FORM0315TN	*“ w/Trustee & Noteholder*
FORM0316	*Deed - Open Space Easement - Preservation Lot (RC District)*
FORM0316TN	*“ w/Trustee & Noteholder*
FORM0317	*Deed - Open Space Easement - Common Open Space (RS District)*
FORM0317TN	*“ w/Trustee & Noteholder*
	(There is no Preservation Lot in the RS District)
FORM0318A	*Exhibit A (Property description to be used with Forms 0315 & 0317)*
FORM0318B	*Exhibit A (Property description to be used with Form 0316)*

1. The appropriate forms must be used, depending on whether the site is zoned for RS or RC development, common open space or preservation lot, and whether there is or is not a deed of trust applicable to the property (requiring trustees and noteholders to be parties to the conveyance). The deed forms are “fill in the blank” forms.

2. All owners must be named as “grantors”. Those parties will be the same as the subdivider/s signing the subdivision plat. If there is a deed of trust applicable to the site, trustees will sign the subdivision plat, and the deed form which includes noteholders and trustees must be used.

3. The nature of the entity which is the grantor must be checked in the space next to the signature block for the grantor.

4. All blanks and notary clauses must be reviewed and accurately filled in—names of grantor/s, noteholders and trustees, as applicable.

5. The description of the Common Open Space and/or Preservation Lot must be prepared using the “Exhibit A” form, adapted as necessary. Exhibit A must be attached to the deed prior to signatures being obtained. Exhibit A must include references to the correct plat or plan and deed book pages, acreage and GPIN(s). The information must be complete and accurate.

6. The documents must be executed by an authorized officer of a corporation; managing partner of a limited partnership, all of the partners of a general partnership, or official of a limited liability company (should be the same officials as those signing the subdivision plat). If any other party signs for an entity, the applicant should discuss the matter with the staff and provide appropriate evidence of authority prior to submission.

7. The deed forms have been approved by the Planning Commission, Board of Supervisors and the County Attorney’s Office.