



City of Encinitas

Recording Procedures for Engineering Documents

1. Once document(s) is/are prepared and ready for approval:

- a. Applicant will proceed with obtaining notarized signature(s) and submit the original wet-signed and notarized document(s) to Engineering, preferably the engineer who drafted the document(s).
- b. City Staff will route the document(s) to City Engineer for review/signature.

2. For covenants, EMRA's and other documents required for recordation:

- a. Applicant will pick up the document(s) for recording after the City Engineer has signed and take the document(s) to any San Diego County Recorder's office for recordation. Recorded documents with wet signatures/notarizations must be returned to the City. Copies (digital or paper) will not be accepted.
- b. If a title officer is associated with the project (e.g. final map), the applicant can request to have the city work with the title officer to coordinate the recording of documents. The city will need the title officer's contact information and the "Reference Order No." shown on a current preliminary title report for the subject property. The title officer will have a courier pick up the document(s) at the Engineering counter.
- c. City staff will log the type of document(s) to be recorded, name of courier, and order number into the recording logbook at the Engineering front counter. The document(s) will be placed within the recording logbook with a transmittal letter requesting the recording of document(s) and that the original recorded document(s) must be returned to Engineering. No digital or paper copies will be accepted.
- d. The courier must sign their name and date the logbook prior to leaving the city with the document(s) to be recorded.