

LPO GUIDELINES

APPRAISAL MAP GRANTOR BOX

Historically, each map sheet of the Appraisal Map contained a Grantor Box. This format of presenting Grantor information could, at times, limit the amount of drafting space available for mapping. On a crowded map sheet a solution was have a separate sheet for the Grantor Box. In the case of multiple crowded map sheets, the Grantor Boxes of the affected sheets were combined and placed onto a separate sheet. Notes were placed on the affected map sheets to direct the researcher to the appropriate Grantor Box sheet.

The new standard for Local Project Oversight mapping is to remove the Grantor Boxes from all the separate map sheets and consolidate the Grantor information into one Grantor Box on a stand-alone sheet. This Grantor Box sheet will be placed in the map set to follow the last page of the map sheet index and will be numbered with the next alpha character designation of the map index sheet(s) (eg. 12345.00a).

The Appraisal Map Grantor Box will contain the necessary information for all of the parcels acquired by the Transit Authority/Local Agency for the project. The parcels shown will include the parcels to be ultimately transferred to the State, the parcels to be retained by the Transit Authority/Local Agency, the parcels to be transferred to a third party (eg. utility company), the parcels where state jurisdiction will be acquired via Section 83 of the Streets & Highways Code and the necessary Temporary Construction Easements (TCEs) which may be unrecorded and contain an expiration date.

The Appraisal Map Grantor Box contains seven main columns, with a number of sub-columns. Notes for the columns in the Grantor Box follow:

Parcel Number

Parcel numbers are assigned as indicated in Chapter 6, Section 6.02.03.00 of the *Caltrans Right of Way Manual*. The same parcel number is used on the Appraisal Map, in the deeds used to acquire title in the Transit Authority/ Local Agency's name, on the Record Map, and in the deed used to transfer title from the acquiring agency to the State.

On the Appraisal Map, parcels that will be acquired in full (total take) by the Transit Authority/Local Agency are assigned a five-digit ownership number without a sub-parcel number.

Acquisition Code

The Acquisition Code indicates the type of property rights that are being acquired for the particular sub-parcel as follows:

- 'F' for fee parcels
- 'A' for access rights only
- 'F+F' for fee parcels with access rights
- 'E' for easements
- 'TCE' for Temporary Construction Easements
- 'E+F' for road easement parcels with access rights
- '83' for Section 83 parcels
- 'M' for mineral rights
- 'O' for other

Grantor

The grantor's name matches the vesting indicated in the Preliminary Report. Often, as in the case of numerous co-owners, the grantor's name is condensed to fit within the space allowed by using the abbreviation "et al." meaning "and others". Trustees are identified as such, but the name of the trust is omitted.

Areas

Total

The "Total" column contains the area of the parent parcel before any portion is transferred to the State or acquiring agency. This area is normally calculated from boundary retracement data in the land net. However, for parcels that are very large or that are unusually complex, the area can be taken from the County Assessor's Map or a document of record. In the case of portions of public streets, the total area is often "indeterminate".

R/W

The "R/W" column contains the area of a sub-parcel that is being transferred in fee for new right of way.

Rem

The "Rem" column contains the difference between the total area and the sum of the right of way areas within the same parent parcel. The remainder area is that which is retained by the land owner.

Excess

The "Excess" column is used when a parcel is acquired that is larger than that needed for project right of way (e.g., for an uneconomical remainder). The excess area is that which is purchased but is not required for the project.

Esmt

The "Esmt" column contains the area of a sub-parcel that is acquired as an easement.

Easement Type

The "Easement Type" column contains the type of easement acquired. (e.g. slope, drainage, temporary construction, highway, footing, utility, etc...)

Remarks

On an Appraisal Map, the "Remarks" column contains one or more of the following notes:

- If the sub-parcel is encumbered by an existing easement or easements, the area of each encumbrance is noted (e.g., Incl. 49 ex. slope esmt & 1,923 ex. drainage esmt)
- Date of the intent letter for Section 83 parcels
- Total Take
- Access Rights Only
- Contaminated (used when the State will not accept fee due to Hazardous Material)
- To "TA", To PG&E, To State (indicates the entity to which title will initially be transferred, usually the TA. Occasionally, an easement is transferred directly to a utility company. Parcels are rarely transferred to the State during the Design Phase. A "To" note is included for each parcel, excepting Section 83 parcels.
- Expiration date of a Temporary Construction Easement

Note: replace "TA" with the acquiring agency's name.

Recordation

The Appraisal Map Grantor Box has three columns for the recording information of the acquiring agency's vesting deed.

Type

The "Type" column is used to indicate the type of conveyance document used: Grant Deed (GD), Quitclaim Deed (QC), Final Order of Condemnation (FOC), Highway Easement Deed (HE) or Easement Deed (ED).

Date

The "Date" column is used to indicate the recording date of the document.

Index Information

The "Index Information" column is used to indicate the County Recorder's Office indexing information of the document. (e.g. Document Numbers, Instrument Number, Series Number, Official Records Volume/Book and Page, Official Records Reel and Image). Abbreviations of the various indexing systems may be used due to column width limitations.