

# DEDICATION DEED / QUITCLAIM DEED



COMMUNITY  
DEVELOPMENT

## Permit Center

710 NW Wall St

Bend, OR 97701

P: 541-388-5580

F: 541-388-5519

Submit completed forms to: [comdeveng@bendoregon.gov](mailto:comdeveng@bendoregon.gov)

DESIGNATED POINT OF CONTACT: \_\_\_\_\_  
(Owner - Engineering Firm - Surveying Firm)

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_  
Office number Cell number (if applicable)

LEGAL OWNER'S NAME: \_\_\_\_\_  
(As stated on title report)

ADDRESS: \_\_\_\_\_

SUBMITTER NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

## TRANSMITTAL FROM ENGINEERING OR SURVEYING FIRM ITEMS / INFORMATION NEEDED:

- Is this associated with a Land Use Action?  
 No- who from the City asked for the documents: \_\_\_\_\_  
 Yes-PZ# \_\_\_\_\_ and (if any) Building Permit # \_\_\_\_\_

- Ownership –  
 Current Preliminary Title Report  
 Trust Deed/Mortgage/Line of Credit: Bank \_\_\_\_\_  
(Quitclaim deeds do not need Trust Deed etc information, only Title Report)

- Legal description label as Exhibit "A" – Wet Stamped by Licensed Surveyor (**2 sets**)  
 Exhibit Map of legal description - Wet Stamped by Licensed Surveyor (**2 sets**)

- Warranty Deed for Dedication of Right of Way or land conveyed to the City of Bend:
  - City of Bend Engineering staff will produce the documents and invoice. Contact the point of contact to pick up the Original form(s) for signature. City of Bend will not accept documents that the Notary Public did not notarize the document correctly. **The property must be free and clear of trust deeds, taxes, etc.**
- Quitclaim Deed (releasing easements), will be prepared and presented to City Council. If new infrastructure was being installed to replacing what is in the easement being quitclaimed, the new infrastructure/project must be completed and have a Maintenance bond in place before going to City Council.
- Fee for Dedication and Quitclaim Deeds will be invoiced and must be paid in full.
- Allow three weeks to process and record document(s). There are timing issues for the City Council agenda. If plat or building permit is involved, a hold will be placed until recording is done.
- FEES
  - Long Range Planning Surcharge
  - Dedication Deed - (Right of way dedication)
  - Quitclaim Deed - (releasing easements)
  - Easement - (see Easement application)
  - Recording - (Actual cost plus 25%)

(Fees are approximate as recording costs cannot be determined until all documents are received.)