



## Avigation Easement Instructions

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Based on the project location, please choose the appropriate Avigation Easement. (City of Riverside, City of Perris, City of Moreno Valley or County of Riverside)

- 1.) Provide Legal Description: Include a legal description labeled Exhibit "A" that includes the tract number, lot number and APN
- 2.) Plot the project location on the map provided within the easement labeled Exhibit "B"
- 3.) Execute Avigation Easement
  - A.) Sign and notarize signature of grantor(s)
  - B.) Fill out the Notary Clarity sheet and submit it with the easement
  - C.) Obtain signature for Certificate of Acceptance from an official officer of the County of Riverside, City of Moreno Valley, or the City of Perris (Not Required for avigation easements located within the City of Riverside)

<u>County of Riverside</u>	<u>City of Perris</u>	<u>City of Moreno Valley</u>
Name Real Properties Manager 4080 Lemon Street Riverside, CA 92501 Contact # (951) 955-3200	Hector Apodaca City Manager 101 North "D" Street Perris, CA 92570 Contact # (951) 943-6100	Gene Rogers City Manager 14177 Fredrick Street Moreno Valley, CA 92552 Contact # (951) 413-3018

- 4.) Bring or mail the executed Avigation Easement to the March Joint Powers Authority for review and signature by the March JPA Executive Director

<u>Mailing Address</u>	<u>Physical Address</u>
March Joint Powers Authority P.O. Box 7480 Moreno Valley, CA 92552	3430 Bundy Avenue Suite 107/ Bldg. # 3408 Riverside, CA 92518

- 5.) The March JPA will mail the easement to the Riverside County Recorder's Office
- 6.) After recordation, it will take about 6-8 weeks for the MJPA to receive the original
- 7.) The MJPA will mail you a copy of the original document (Please be sure that the MJPA office has the address where you want a copy of the recorded document sent)

Direct Questions to Natalie Mayberry  
(951) 656-7000 or [invest@marchjpa.com](mailto:invest@marchjpa.com)

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