



# Jefferson County Environmental Services

## Writing Legal Descriptions For Dedication of Road Right-of-Way to Jefferson County

**First**, always verify right-of-way with the Right-of-Way Division before you do your field survey so you will know if you even need to do a centerline of the roads involved. Our information maybe helpful for your use as our maps may contain survey data you can use. If there is no right-of-way the following is a list of things to keep in mind while preparing a deed for dedication of right-of-way to Jefferson County:

1. The description must be off a field survey roadway centerline. The Right-of-Way Division will need a signed sealed map to check a legal. We check them all.
2. Use deflection angles and do not rely on bearings. Jefferson County Roads & Transportation will not accept the deed as written based on bearings.
3. Make sure your land tie data is properly identified.
4. Be sure to turn the angle from the land tie to the centerline of the roadway. If the tie is in a curve, tie to the tangent and run to the P.C. or P.T., then turn 180 degrees and describe the curve. Then run the description along the arc of the curve to the P.O.B. If the P.O.B. is not within the curve, run the description to the P.I., turn the delta angle and run to the P.O.B.
5. If the property lines are badly skewed to centerline, it would be best to change the bounding to reflect the property line.
6. Review the notary portion of the deed. We send deeds back because of incorrect notary affirmation. The date commission expires must be included, as the Office of the Judge of Probate will not accept the deed without this information. The title company requires the marital status of the individuals signing to be listed on the deed. Corporation notary is different from individual notary affirmation. LLC's require managing member to sign.
7. Jefferson County personnel record all deeds. **Please do not record the deed unless you have made special arrangements with our office to do so.** The deeds are checked thoroughly, so please give us the opportunity to review the deeds before obtaining the required signatures. We always try to perform this in a timely manner. Constant errors will slow this process.
8. We have our deed forms available on electronic file and will be glad to email them to you.

For questions concerning the **deed** process or right-of-way records feel free to contact:

Jim Miller	(205) 325-5132 e-mail millerj@jccal.org	Roads
Brenda Dees	(205) 381-6909 e-mail deesb@jccal.org	Sewers
Ben Pate	(205) 521-7527 e-mail pateb@jccal.org	Sewers

1-27-08