

PARK DEDICATION DOCUMENT CHECKLIST

I. **PARK DEDICATION DEED DOCUMENT PACKAGE**

- **WARRANTY DEED.** *One (1)* original signature GENERAL WARRANTY DEED with a notary acknowledgement.
- **LEGAL DESCRIPTION.** *One (1)* set of Exhibits for each parcel being dedicated. Each legal description exhibit must have a corresponding *8.5 x 11 SURVEY MAP* that illustrates metes and bounds callouts and lot and block for each parcel of parkland to be dedicated. This should correspond to the park parcel as depicted on the final plat to be filed at the courthouse. A copy of the approved final plat may be required.
- **SURVEY MAP/PLAT.** Each legal description exhibit must have a corresponding *8.5 x 11 SURVEY MAP/PLAT* that illustrates metes and bounds callouts and lot and block for each parcel of parkland to be dedicated. This should correspond to the park parcel as depicted on the final plat to be filed at the courthouse. A copy of the approved final plat may be required.
- **ENVIRONMENTAL STATEMENT.** *One (1)* original signature statement. Template is available from PARD.
- **ABTRACTOR'S CERTIFICATION LETTER.** *ONE* original signature letter from a title company indicating that the grantor has *clear title* to the property. Documentation submitted to PARD must explicitly indicate Grantor has clear title to park property being conveyed to the City. **A title policy may be required if clear title is not demonstrated otherwise.**

The process for submission of these documents is as follows:

1. Developer or Developer's representative submits draft of all the required dedication documents for City review and comment.
2. The deed document package is reviewed by the Park & Recreation Department and the Law Department. Revisions/ comments are sent to the Developer or Developer's representative.
3. Developer makes required changes and submits one (1) original signature set to PARD. PARD then releases the final plat for filing at the court house.

A draft of the Deed Document Package must be reviewed and approved by the City, prior to submission of original signature (executed) sets. Send Drafts to:

Germaine Joseph, Senior Planner
Germaine.Joseph@fortworthtexas.gov

Mail Hard copies to:
City of Fort Worth
Park & Recreation Department
4200 South Freeway, Suite 2200
Fort Worth, Texas 76115
c/o Lori Gordon, Planning Manager

II. GENERAL REQUIREMENTS

- Draft set of deed document package must be reviewed and approved by City prior to submission of original signature sets. Contact 817-392-5710 for Park Dedication Document Templates.
- Do not use gender-specific language in any instrument. Use ***“Know all persons by these presents”*** or ***“Know all by these presents.”***
- Do not include Reverter Clauses or Conditional Phrases.
- Submit Releases of Liens. All liens still existing on the parcel(s) being conveyed to the City for use as public parkland must be released prior to conveyance. PARD will need copies of all executed releases of liens, as applicable, or clear title policy.
- Notice of Confidentiality. Starting January 2004, the following clause is required in each deed by State law:

“NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBERS OR YOUR DRIVER’S LICENSE NUMBER.”

NOTE:

- All park land dedication documents and fees (if any) are due prior to approval and release of the final plat.

Park property will ***not be formally accepted by the City UNTIL:***

- Site has been inspected and found suitable for acceptance. This may mean that adjacent construction must be complete such that debris and dumping will not affect property being conveyed.
- City staff prepares a Mayor & Council Communication seeking approval to accept the proposed park property. After City Council acceptance, dedication documents are filed at the court house,