



**COSUMNES COMMUNITY SERVICES DISTRICT
FIRE DEPARTMENT**

8820 Elk Grove Blvd. Elk Grove, CA 95624

(916) 405-7100

CosumnesCSD.gov/Fire

**FIRE PREVENTION CONSTRUCTION HANDOUT
GRANT OF ACCESS EASEMENT AND ROADWAY MAINTENANCE AND
FIRE ACCESS AGREEMENT PROCESS**

Handout Number: FPCH-2008
Original Effective Date: 4/5/2023
Revision Date: 4/5/2025
Code Section: N/A

PURPOSE AND SCOPE

- 2008.1 The Cosumnes Community Services District Fire Department (Cosumnes Fire Department or Department) may condition a project to obtain a Grant of Access Easement and/or provide a Road Maintenance and Fire Access Agreement between the Cosumnes Community Services District ("District") and all parcels of a project served by a common fire access.
- 2008.2 This procedure only applies to those projects where a condition of approval was placed on the project to obtain a Grant of Access Easement and/or a Road Maintenance and Fire Access Agreement between property owners and the District.

EXAMPLE: Typical conditions of approval are shown below for reference. Note: the "prior to" timing requirement may change dependent on a specific project's needs.

1. PRIOR TO ISSUANCE OF BUILDING PERMIT: A Grant of Access Easement agreement, for fire access for emergency response purposes, between the parcels connected to and served by the fire access is required. Grant of Access Easement Agreement shall be on the form provided by the district and recorded with the Sacramento County Recorder.
2. PRIOR TO ISSUANCE OF BUILDING PERMIT: A Fire Access Roadway Maintenance Agreement (RMA) between Cosumnes Community Services District and all parcels connected to and served by the fire access roadway shall be provided. Fire Access Roadway Maintenance Agreement shall be on the form provided by the District and recorded with the Sacramento County Recorder. The roadway maintenance agreement shall include the following:



- Provisions for the necessary repair and maintenance of the roadway surface
- Removal of vegetation overgrowing the roadway and infringing on the roadway clear vertical height of thirteen feet six inches (13'6") or width of twenty feet (20')
- Provisions for the maintenance, repair, and/or replacement of NO PARKING-FIRE LANE signage or striping
- Provisions for the necessary repair and maintenance of vehicle and pedestrian access gates and opening systems

APPLICATION

2008.3

Procedure for Grant of Access Easement Agreement

1. A requester seeking approval and signatures for an access easement shall provide the following original forms by mail or in person to: Cosumnes Fire Department, 10573 E. Stockton Blvd., Elk Grove, CA 95624. Office Hours are 8AM to 5PM Monday through Thursday and 8AM to Noon on Friday.
 - a. Requestor to complete, sign, and notarize the District provided, standardized form [Grant of Access Easement](#).
 - b. The Grant of Access Easement shall be accompanied by a complete, signed, and notarized District provided, standardized [Road Maintenance and Fire Access Agreement](#) form.
2. The forms will be reviewed by the District for completeness.
3. Accepted forms will be signed and notarized by the District.
4. The requester will pick up signed and notarized forms from the Cosumnes Fire Department upon notification of completion.
5. The requester is responsible for filing the forms with Sacramento County Recorder's office for recording.
6. Requestor shall submit proof of filing (by mail or email) to the Cosumnes Fire Department (email: EPlan@CosumnesCSD.gov) to satisfy condition of project approval. Typically, this is accomplished by a mailing from the County of Sacramento to the Cosumnes Fire Department.
7. The requestor is to also submit proof of filing to City/County Planning Department as proof of satisfactorily meeting the planning condition.



2008.4 **Procedure for Road Maintenance and Fire Access Agreement (RMA)**

1. The requestor is to print and complete the district form called [Road Maintenance and Fire Access Agreement](#) (RMA).
2. Obtain all required property owner's notarized signatures;
3. File RMA with the Sacramento County Recorder's office;
8. The requestor shall submit proof of filing (by mail or email) to the Cosumnes Fire Department (email: EPlan@CosumnesCSD.gov) to satisfy condition of project approval. Typically, this is accomplished by a mailing from the County of Sacramento to the Cosumnes Fire Department.
9. The requestor is to also submit proof of filing to City/County Planning Department as proof of satisfactorily meeting the planning condition.

2008.5 **WHAT TO EXPECT:**

1. The review and signature process by the Cosumnes Fire Department may take up to 15 business days to complete. The applicant will be notified by email or by phone when forms are ready to pick up.
2. Questions regarding this, or any other policy, may be directed to 916-405-7100.

REFERENCES

2008.6 N/A