

Project Information

Project Name: _____

Site Address: _____

APPLICATION SUBMITTAL REQUIREMENTS

REQUIRED APPLICATION FORMS:

- [Universal Application Form](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyright Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)
- Vacation of Public Easement or Right of Way Checklist (Page 1 of this Form)

REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following page for those requirements.**

PROJECT DOCUMENTS:

- List of Names and Address of Recorded Property Owners Requested the Proposed Vacation
- Maps of All Properties Adjoining the Boundaries of the Proposed Vacation
- Metes and Bounds Description of Area to be Vacated
- Preliminary Title Report
- Vacation Project Description

REQUIRED FEES:

Use the City's online [Fee Schedule](#) to determine your project's required Application Fee(s).

INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

PROJECT DOCUMENTS – All documents must reflect the [document requirements](#). Use the [document requirements](#) to determine if you should include that document.

VACATION INFORMATION & PROCESS

A street (right-of-way) or public service easement may be vacated consistent with the [California Streets and Highways Code](#).

Summary Vacation:

A Summary Vacation applies to excess right-of-way of a street or highway not required for street or highway purposes, or a portion of a street or highway that lies within property under one ownership and that does not continue through such ownership or end touching property of another, when both of the following conditions exist:

- (a) For a period of five consecutive years, the street or highway has been impassable for vehicular travel.
- (b) No public money was expended for maintenance on the street or highway during such period.

A Summary Vacation applies to vacate a public service easement in any of the following cases:

- (a) The easement has not been used for the purpose for which it was dedicated or acquired for five consecutive years immediately preceding the proposed vacation.
- (b) The date of dedication or acquisition is less than five years, and more than one year, immediately preceding the proposed vacation, and the easement was not used continuously since that date.
- (c) The easement has been superseded by relocation, or determined to be excess by the easement holder, and there are no other public facilities located within the easement.

Summary vacations are acted on by the City Council during a public meeting.

General Vacation:

A proposed right-of-way or public service easement vacation that does not meet the above criteria is processed as a General Vacation. The [California Street and Highways Code](#) requires that these vacations are initiated first by the City Council during a noticed public hearing, followed by action by the Planning Commission and City Council during noticed public hearings.