

VACATION (ABANDONMENT) APPLICATION

Page 2 of 2

SUBMITTAL CHECKLIST

Date of Submittal _____

OWNER OR SURVEYOR MUST INITIAL SUBMITTED ITEMS BELOW

APPLICANT/ SURVEYOR	CITY STAFF	SEE "VACATION (ABANDONMENT) PROCESS AND REQUIREMENTS" FOR DETAILED DESCRIPTION OF ITEMS 1-11 BELOW
_____	_____	1) Letter of Request for vacation (abandonment)
_____	_____	2) Legal Description (Exhibit "A"). Signed and Stamped by Licensed Surveyor
_____	_____	3) Exhibit Map/Plat (Exhibit "B").
_____	_____	4) Letter of Agency (if necessary).
_____	_____	5) Completed Adjoining Property Owner Contact Form(s).
_____	_____	6) Letter of Agency (if necessary).
_____	_____	7) Copy of all related recorded documents (Easements, Maps, Irrevocable Offer of Dedication, etc).
_____	_____	8) Fee: \$4400.00 (Per Resolution 2023-0135).
_____	_____	9) General Plans Consistency Review Fee (effective 07/19/2010): a) \$420 Deposit with cost recovery at \$140 per hour b) \$140 deposit with cost recovery at \$140 per hour (Minor alley abandonments)
_____	_____	10) Completed Clearance Letters from City Departments and Utility Companies (Initial the below list).
_____	_____	11) Approved Tentative Map (if Map Vacation).

INITIALS

COMMENTS

Applicant City

_____	_____	1) PW - Electrical, Traffic, Funding &	
_____	_____	2) PW - Transportation_Bikeways	_____
_____	_____	3) PW - Maintenance Services Streets	_____
_____	_____	4) PW - Solid Waste	_____
_____	_____	5) PW - Real Estate Services	_____
_____	_____	6) Department of Utilities (extra review fee)	_____
_____	_____	7) Police Department	_____
_____	_____	8) Fire Department	_____
_____	_____	9) PW - County of Sacramento	_____
_____	_____	10) SMUD	_____
_____	_____	11) PG & E	_____
_____	_____	12) AT & T / SBC	_____
_____	_____	13) Comcast	_____
_____	_____	14) Regional Transit	_____

APPLICANT'S CERTIFICATION

The undersigned hereby acknowledges being the applicant(s) of the property contained within this project and hereby consents to the processing and recording of the Vacation; and further acknowledges that they understand the "Vacation (Abandonment) Process and Requirements" associated with this application.

PRINT APPLICANT'S NAME: _____

SIGNATURE: _____ DATE: _____

VACATION (Abandonment) PROCESS & REQUIREMENTS

(Continued)

Background

The City Council has the authority to vacate public right-of-ways (including road, streets, alleys, public utility easements and public service easements). City policy, Resolution No. 96-176, provides a list of review guidelines that the City of Sacramento City Council and staff will consider in evaluating the merits of a proposed vacation. Vacation shall provide substantial benefit to the community, vacation shall not inhibit access to other properties, and vacation shall be supported by a majority of the adjoining property owners.

Vacation of public right-of-ways is processed under the California Streets and Highways Code(S&HC), California Subdivision Map Act, and Sacramento City Code. City staff shall determine the appropriate category of vacation for each application. All vacations require City Council action. Vacation must comply with these state laws and local ordinances. Once the vacation is completed, the title to the underlying property shall be cleared off any public right-of-ways and/or public service easements.

Only complete vacation application packages shall be accepted for processing. If a vacation is being prepared for a property that is also requesting a Planning Entitlements, the vacation and entitlement shall be process simultaneously. City Planning Agency reviews all vacations for their consistency with the City's adopted general plan.

Once the City Council approves the Resolution of Vacation, and the conditions of vacation are met, the City Clerk's Office shall cause a certified copy of the Resolution of Vacation, attested by the City Clerks under seal to be recorded. The vacation shall be effective when the City Clerk's Office records this resolution with the County Recorder.

The process for each category of vacation is generally as follows:

A. S&HC Vacation/Summary Vacation Process - No Entitlements

1. Applicant shall complete the Vacation (Abandonment) Application Submittals. The completed submittals and fees are delivered to the Department of Public Works—Development Engineering Division, 300 Richards Blvd 3rd Floor, Sacramento, CA 95811. **Vacation (Abandonment) Clearance Letters and Adjoining Property Owner Contact Forms are good for up to one year prior to City Council approval of abandonment.**
2. The application is reviewed for completeness, accuracy and conformity with State law and local ordinance and a determination of the type of vacation is made. If the application is not complete, it will be returned to the applicant for completion.
3. A preliminary environmental assessment of the proposed vacation is made. If the vacation is determined to be unusual or controversial, an environmental document may be required.

VACATION (Abandonment) PROCESS & REQUIREMENTS

(Continued)

4. The Department of Public Works – Planning Division reviews the proposed vacation to determine the vacation’s consistency with the City General Plan and the local Community Plan (see Attachment Government Code, Section 65402). Their findings are then included in the staff report presented to City Council at the vacation hearing.
5. Conditions, which must be met by the applicant prior to the vacation being recorded, are developed. These conditions are generally derived from the comments received from City departments and utility companies.
6. The property owners and tenants within a 500-foot radius of a proposed non-summary vacation are notified by mail of the said proposed vacation, and the hearing date before the City Council. The Intent to vacate is also posted along the area to be vacated and noticed in a newspaper of general circulation and as part of the City Council agenda.
7. The applicant provides the Department of Public Works – Development Engineering Division with proof that the conditions of vacation have been met. The conditions must be met within two (2) years of the vacation hearing date or the vacation is void. If needed, a vacation time extension may be requested of the City Council.
8. The “Resolution to vacate” is then recorded with the County Recorder by the Department of Public Works.

For your information, flow charts of the above Vacation and Summary Vacation process are provided on the departments website.

B. S&HC Vacation/Summary Vacation Process - Non-Map Entitlements

1. All of the steps listed in Section A above apply, except where modified below.
2. Early in the entitlement process, and at least six weeks prior to City Planning Commission, the application and fees for the vacation are submitted to the Department of Public Works– Development Engineering Division, Vacation Coordinator.
3. Prior to the vacation being heard at City Council, the non-map entitlements are sent to City Planning Commission for approval. If the City Planning Commission does not approve the non-map entitlements, then the vacation is not heard at City Council (unless the denial of the entitlement is appealed).
Exception: If any City department recommends denial of the vacation, then the vacation is heard at Council prior to the non-map entitlements being heard at City Planning Commission. (This may delay the City Planning Commission hearing date.)
4. The vacation is heard at City Council for approval.
5. Applicant satisfies vacation conditions. The conditions must be met prior to the expiration of the Non-Map Entitlement or the vacation is void. If needed, a vacation time extension may be requested of the City Council.
6. Recordation of the vacation and issuance of building permit are done concurrently.

VACATION (Abandonment) PROCESS & REQUIREMENTS

(Continued)

C. Vacation/Summary Vacation under the Subdivision Map Act

1. The Tentative Map is submitted with the applicant's proposed easements/streets to be vacated shown on the map. On the map, provide written reference to the recording date creating these public streets or public easements.
2. The Department of Public Works – Development Engineering Division, Project Manager will evaluate the request to do the vacation on the map. If the Project Manager determines that it is not appropriate for the vacation to be done on the map, then a Streets and Highways Code vacation will be required (see Section D).
3. At least three weeks prior to Subdivision Review Committee, submit the Vacation/Abandonment Clearance Letters and the Adjoining Property Owner Contact Forms to the Project Manager. Clearance Letters and Contact Forms are good for up to one year prior to Planning Commission/City Council approval of the tentative map. There is no additional fee deposit required.
4. If a Tentative Map Time Extension is requested and approved, new Clearance Letters and Contact Forms will not be required.
5. The vacation is effective upon recordation of Final Map or as noted on the Final Map.

D. S&HC Vacation/Summary Vacation Process - Map Entitlements

1. The Tentative Map is submitted with the proposed easements/streets to be vacated shown on map. On the map, provide written reference to the recording date creating these public streets or public easements.
2. If the Project Manager determines that a Streets and Highways Code vacation is required, then all of the steps listed in Section A apply, except where modified below.
3. At least three weeks prior to Subdivision Review Committee, submit the complete Vacation(Abandonment) application and fees to the Vacation Project Manager in Development Engineering.
4. Prior to the vacation being heard by City Council, the tentative map is sent to City Planning Commission for approval. If the tentative map is not approved by City Planning Commission, then the vacation is not heard at City Council unless the tentative map is appealed.

Exception: If any City department recommends denial of the vacation, then the vacation is heard at City Council prior to the tentative map being heard at City Planning Commission. (This may delay the City Planning Commission hearing date.)

5. The vacation is heard at City Council.
6. Applicant satisfies vacation conditions. The conditions must be met prior to the expiration of the tentative map or the vacation is void. If needed, a vacation time extension may be requested of the City Council.
7. Recordation of the vacation and the Final Map are done concurrently.

Attached are the Vacation (Abandonment) Application Submittals required for a Vacation or Summary Vacation. Provide all the information requested and return it to the **Department of Public Works – Development Engineering Division, 300 Richards Blvd. 3rd Floor, Sacramento CA 95811 by email to DE@cityofsacramento.org** to start the abandonment process.

Note: Conditions by any department or agency will not allow the summary vacation process per Streets and Highways Code(S&HC).

VACATION (Abandonment) PROCESS & REQUIREMENTS

(Continued)

Application Package Submittal Instruction

1. The applicant shall submit a Letter of Request for vacation/abandonment. Prepare a letter to the City of Sacramento, Department of Public Works – Engineering Services Division, requesting the vacation of road, street, alley and easement. The Letter shall include:
 - a. The request for vacation.
 - b. Description of the area to be vacated.
 - c. Proposed used of the vacated area (include plan/drawing)
 - d. Indicate if the vacation is part of a Planning Entitlements.
 - e. Indicate if utilities are to be vacated, re-routed or retained.
2. The Applicant shall submit a legal description of the area to be vacated, prepared and stamped by a licensed land surveyor or a qualified registered Civil Engineer. Provide an electronic copy labeled as Exhibit “A”. The legal description shall be prepared and submitted as a PDF document with closure calculations.
3. The applicant shall submit an electronic exhibit drawing/plat of the area to be vacated, prepared and stamped by a licensed land surveyor or a qualified registered Civil Engineer. Provide a electronic copy labeled as Exhibit “B”. The exhibit drawing/plat shall be prepared and submitted as a PDF document.
4. The applicant shall send the Adjoining Property Contact Form, together with the hard copy exhibit drawing/plat of the area to be vacated, to each of the property owners immediately adjacent to the area to be vacated. The applicant shall obtain back the completed contact forms from the property owners, and the form shall be submitted together with application package submittal to the City. **Provide the Signed Adjoining Property Owner Contact Forms With the Electronic Application Submittal.**
5. The applicant shall email Vacation/Abandonment Clearance Letters, together with the exhibit drawing/plat of the area to be vacated, to each of the affected City Departments and utility companies. The applicant shall obtain back the completed Vacation/ Abandonment Clearance Letter Form from the affected City Departments and utility companies, and these forms shall be submitted electronically together with application package submittal to the City.
6. **Provide a Letter of Agency, if an agent or representative is filing the application for the owner.**

VACATION (Abandonment) PROCESS & REQUIREMENTS

(Continued)

NOTE: The applicant should determine if other utilities or interested entities are in or near the proposed area for vacation - and if so, obtain a vacation/abandonment clearance letter from them also. The City may require clearance letters from additional entities at its discretion. These may include Union Pacific Railroad Company, Caltrans, etc.

If a City Department or a utility company requires a certain condition be met that does not appear feasible, the applicant should resolve this with the City Department or utility company prior to submission of the application submittal package.

City staff will not accept application package submittal if any of the City Departments and utility companies have expressed objection to the abandonment. **Clearance Letters and Contact Forms are good for up to one year from the date of the signature.**

City Departments and Utility Companies contacts are updated as information of changes are received. To ensure proper routing of Vacation/Abandonment Clearance Letter Form to the correct contact person/s, we recommend the applicant to contact the agencies before sending the forms.

- 7. Email entire application package to DE@cityofsacramento.org and staff will review your application for completeness and will respond within one business day with an invoice and instructions to pay the application fees. Fees can be paid online with a Credit Card or eCheck; payments can also be paid with a check or cash at the CDD counter at 300 Richards Boulevard 3rd floor cashier.**

NOTE: If the application is incomplete it will be rejected.

SAMPLE VACATION APPLICATION LETTER OF REQUEST

01 July 2023

City of Sacramento
Department of Public Works
Development Engineering Section
300 Richards Blvd, 3rd Floor
Sacramento, CA 95811

Subject: 300 Richards Blvd – Vacation Application Letter of Request

Thomas Adams,

On behalf of Sacramento Solar Housing we request the approval of a vacation for the project site located at 300 Richards Blvd, Sacramento, CA. The area to be vacated is the southerly 8 feet of the 16 foot wide Alley between Lot 100 and 101, as show on the "Plat of Richards Acres", recoded in Book 1 of Maps, Map No. 1 filed in the Office of the Recorder of Sacramento County. The area will be later used to develop single-family residential units as proposed by the Tentative Subdivision Map: planning Entitlement Number P01-001. The existing public utilities are proposed to be retained.

Sincerely,

John Doe, P.E.
Project Engineer
Doe Engineering Corporation

Vacation/Abandonment Clearance Contact Information

SMUD, Real Estate Services P.O. Box 15830 Sacramento, CA 95852 Phone: (916) 732-6868 Realestate@smud.org	City of Sacramento Department of Public Works, Engineering Services 915 I St, 2nd Floor Sacramento, CA 95814 Attn: Philip Vulliet Phone: (916) 808-5092 PVulliet@cityofsacramento.org	City of Sacramento Department of Utilities 300 Richards Blvd, 2nd Floor Sacramento, CA 95811 Phone: (916) 808-1427 Attn: Michelle Wright DOUDevelopmentReview@cityofsacramento.org
<u>City of Sacramento Fire Department</u> 5770 Freeport Blvd, #200 Sacramento, CA 95822 Attn: King Tunson Phone: (916) 808-1358 ktunson@sfd.cityofsacramento.org	City of Sacramento Police Department 5770 Freeport Blvd, #100 Sacramento, CA 95822 Attn: Matt Young Phone: (916) 296-6140 MYoung@pd.cityofsacramento.org	City of Sacramento Department of Public Works, Street Maintenance 5730 24th St, Bldg. 1 Sacramento, CA 95822 Attn: Greg Smith Phone: (916) 808-8364 GSmith@cityofsacramento.org
City of Sacramento Department of Public Works, Facilities and Property Management 915 I St, 2nd Floor Sacramento, CA 95814 Attn: Richard Sanders Phone: (916) 808-7034 RSanders@cityofsacramento.org	City of Sacramento Department of Public Works, Recycling and Solid Waste Attn: Michelle_Nuttbrock Phone: (916) 808-4931 MNuttbrock@cityofsacramento.org	Pacific Gas and Electric Company 2730 Gateway Oaks Dr. Sacramento, CA 95833 Attn: Ashley Van LandNVExternalInquiry@pge.com
Regional Transit P.O. Box 2110 Sacramento, CA 95812 Attn: Renee Nielson / Traci Canfield P: (916) 556-0308/(916) 556-0513 rnielson@sacrt.com tcanfield@sacrt.com	AT&T/Pacific Bell 2700 Watt Ave Rm. 3473-11 Sacramento, CA 95851 Attn: Andrea Galeste Phone: (916) 606-3952 ag9576@att.com	Sacramento Area Sewer District 10060 Goethe Rd Sacramento, CA 95827 Attn: Robert Espinosa Phone: (916) 876-6386 SASDPlanCheck@sacsewer.com
Comcast 1242 National Dr. Sacramento, CA 95834 Attn: Peter Hemingway Phone: (720) 305-6731 Peter_Hemingway@comcast.com	City of Sacramento Department of Public Works, Transportation 915 I St, 2nd Floor Sacramento, CA 95814 Attn: Charisse Padilla Phone: (916) 808-8300 cpadilla@cityofsacramento.org	City of Sacramento Community Development Department, Long Range Planning 300 Richards Blvd, 3rd Floor Sacramento, CA 95811 Attn: Remi Mendoza / Nguyen Nguyen Phone: (916) 808-5003/(916) 808-1964 rmendoza@cityofsacramento.org/ nnnguyen@cityofsacramento.org

Abandonment Clearance Letter

TO: Sacramento Municipal Utility District
Real Estate Services
P.O. Box 15830
Sacramento, CA 95852
EMAIL: Realestate@smud.org

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

2) Proposed use of abandoned area: _____

3) Are the utilities and/or "Public Service Easements" proposed to be retained?

☐ YES NO N/A

4) Is there entitlement request associated with the abandonment? YES NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below.
Type or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

Abandonment Clearance Letter

TO: Sacramento Area Sewer District 1006 Goethe Rd
Sacramento, CA 95827
EMAIL: SASDPlanCheck@sacsewer.com
Attn: Robert Espinosa

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

2) Proposed use of abandoned area: _____

3) Are the utilities and/or "Public Service Easements" proposed to be retained?

☐

YES

NO

N/A

4) Is there entitlement request associated with the abandonment? YES NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below.
Type or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐

No objection to the proposed abandonment.

☐

No objection to the proposed abandonment provided the following conditions are met.

☐

Not approved.

Comments: _____

Abandonment Clearance Letter

TO: Regional Transit
P.O. Box 2110 Sacramento, CA 95812
EMAIL: tcanfield@sacrt.com; rnielson@sacrt.com
Attn: Traci Canfield, Renee Nielson

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

2) Proposed use of abandoned area: _____

3) Are the utilities and/or "Public Service Easements" proposed to be retained?

☐ YES NO N/A

4) Is there entitlement request associated with the abandonment? YES NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below.
Type or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

Abandonment Clearance Letter

TO: City of Sacramento Department of Public Works Transportation
915 I St, 2nd Floor
Sacramento, CA 95814
EMAIL: cpadilla@cityofsacramento.org
Attn: Charisse Padilla

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

2) Proposed use of abandoned area: _____

3) Are the utilities and/or "Public Service Easements" proposed to be retained?

☐ YES NO N/A

4) Is there entitlement request associated with the abandonment? YES NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below.
Type or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

Abandonment Clearance Letter

TO: City of Sacramento Department of Public Works
Street Maintenance 5730 24th St, Bldg. 1
Sacramento, CA 95822
EMAIL: GSmith@cityofsacramento.org
Attn: Greg Smith

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

2) Proposed use of abandoned area: _____

3) Are the utilities and/or "Public Service Easements" proposed to be retained?

☐ YES NO N/A

4) Is there entitlement request associated with the abandonment? YES NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below.
Type or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

Abandonment Clearance Letter

TO: City of Sacramento Department of Public Works Recycling and Solid Waste
2812 Meadowview Rd
Sacramento, CA 95832
EMAIL: mnuttbrock@cityofsacramento.org
Attn: Michelle Nuttbrock

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

2) Proposed use of abandoned area: _____

3) Are the utilities and/or "Public Service Easements" proposed to be retained?

☐ YES NO N/A

4) Is there entitlement request associated with the abandonment? YES NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below.
Type or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

Abandonment Clearance Letter

TO: City of Sacramento Department of Public Works Engineering Services
915 I St, 2nd Floor
Sacramento, CA 95814
EMAIL: pvulliet@cityofsacramento.org
Attn: Philip Vulliet

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

2) Proposed use of abandoned area: _____

3) Are the utilities and/or "Public Service Easements" proposed to be retained?

☐ YES NO N/A

4) Is there entitlement request associated with the abandonment? YES NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below.
Type or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

Abandonment Clearance Letter

TO: City of Sacramento Police Department 5770
Freeport Blvd #100 Sacramento, CA 95822
EMAIL: myoung@pd.cityofsacramento.org
Attn: Matt Young

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

2) Proposed use of abandoned area: _____

3) Are the utilities and/or "Public Service Easements" proposed to be retained?

☐ YES NO N/A

4) Is there entitlement request associated with the abandonment? YES NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below.
Type or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

Abandonment Clearance Letter

TO: Pacific Gas and Electric Company 343 Sacramento St
Auburn, CA 95603
EMAIL: LandNVExternalInquiry@pge.com
Attn: Ashley Van

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

2) Proposed use of abandoned area: _____

3) Are the utilities and/or "Public Service Easements" proposed to be retained?

☐ YES NO N/A

4) Is there entitlement request associated with the abandonment? YES NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below.
Type or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

Abandonment Clearance Letter

TO: City of Sacramento Community Development Department Long Range Planning Section
300 Richards Blvd, 3rd Floor Sacramento, CA 95811
EMAIL: rmendoza@cityofsacramento.org; nnnguyen@cityofsacramento.org
Attn: Remi Mendoza, Nguyen Nguyen

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

2) Proposed use of abandoned area: _____

3) Are the utilities and/or "Public Service Easements" proposed to be retained?

☐ YES NO N/A

4) Is there entitlement request associated with the abandonment? YES NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below.
Type or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

Abandonment Clearance Letter

TO: City of Sacramento Fire Department 5770 Freeport Blvd #200
Sacramento, CA 95822
EMAIL: ktunson@sfd.cityofsacramento.org
Attn: King Tunson

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

2) Proposed use of abandoned area: _____

3) Are the utilities and/or "Public Service Easements" proposed to be retained?

☐ YES NO N/A

4) Is there entitlement request associated with the abandonment? YES NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below.
Type or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

Abandonment Clearance Letter

TO: City of Sacramento Department of Public Works Facilities and Property Management
915 I St, 2nd Floor
Sacramento, CA 95814
EMAIL: rsanders@cityofsacramento.org
Attn: Richard Sanders

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

2) Proposed use of abandoned area: _____

3) Are the utilities and/or "Public Service Easements" proposed to be retained?

☐ YES NO N/A

4) Is there entitlement request associated with the abandonment? YES NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below.
Type or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

Abandonment Clearance Letter

TO: City of Sacramento Department of Utilities
300 Richards Blvd, 2nd Floor Sacramento, CA 95811
EMAIL: DOUDevelopmentReview@cityofsacramento.org
Attn: Michelle Wright

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

2) Proposed use of abandoned area: _____

3) Are the utilities and/or "Public Service Easements" proposed to be retained?

☐ YES NO N/A

4) Is there entitlement request associated with the abandonment? YES NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below.
Type or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

Abandonment Clearance Letter

TO: Comcast
1242 National Dr Sacramento, CA 95834
EMAIL: peter_hemingway@comcast.com
Attn: Peter Hemingway

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

2) Proposed use of abandoned area: _____

3) Are the utilities and/or "Public Service Easements" proposed to be retained?

☐ YES NO N/A

4) Is there entitlement request associated with the abandonment? YES NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below.
Type or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

Abandonment Clearance Letter

TO: AT&T/Pacific Bell
2700 Watt Ave, Rm. 3473-11
Sacramento, CA 95851
EMAIL: ag9576@att.com
Attn: ANDREA Y GALESTE

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

2) Proposed use of abandoned area: _____

3) Are the utilities and/or "Public Service Easements" proposed to be retained?

☐ YES NO N/A

4) Is there entitlement request associated with the abandonment? YES NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below.
Type or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

LETTER OF AGENCY

If the applicant is not the owner of the record of the subject site, a Letter of Agency from the owner or the owner's authorized representative must be submitted which grants the applicant permission to make application for the requested vacation (abandonment).

Date: _____

TO: City of Sacramento

Department of Public Works

Engineering Services Division

300 Richards Blvd., 3rd Floor, Sacramento, CA 95811

I, the undersigned legal owner of record, hereby grant permission to:

Applicant: _____ Phone: _____

Applicant's Address: _____

to apply for vacation (abandonment) of: _____
(Location)

Assessor's Parcel Number: _____

(Signature of Owner of Record (MUST BE ORIGINAL))

(Print Name of Owner of Record)

(Address of Owner of Record)

(Phone Number)

Application Number: _____

ADJOINING PROPERTY OWNER CONTACT FORM

TO: _____
(Adjoining Property Owner's Name & Phone Number)

(Adjoining Property Address / City / State / Zip)

(Adjoining Property Owner's Mailing Address / City / State / Zip)

FROM: _____
(Applicant's Name & Phone Number)

(Applicant's Address / City / State / Zip)

1. REGARDING VACATION/ABANDONMENT OF: _____

2. PROPOSED USE OF VACATED/ABANDONED AREA: _____

The applicant is requesting the City of Sacramento to vacate the:

☐
☐

Public right-of-way

Public service easement within the property described above

As an adjoining property owner to the property, your opinion to the vacation is requested.
Please check the appropriate box below and print or type your comments.

Return the completed form to the applicant at the address above within one week.

☐
☐

I support the proposed vacation/abandonment described above.

I object to the proposed vacation/abandonment described above.

COMMENTS: _____

_____ (Signature)	/	_____ (Print Name)	_____ (Date)
_____ (Signature)	/	_____ (Print Name)	_____ (Date)

VACATION (Abandonment) PROCESS & REQUIREMENTS

(Continued)

RESOLUTION NO. 96-176

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF MAY 7 1996

REVIEW GUIDELINES FOR STREET AND ALLEY CLOSURES

Whereas, the following listing represents review guidelines which the City of Sacramento City Council and staff will consider in evaluating the merits of a proposed street or alley closure;

Whereas, the term "closure" may be used synonymously with "abandonment" and "vacation";

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Sacramento that the following review guidelines will be applicable to all street and alley closure proposals within the City of Sacramento, except for streets and alleys that qualify for "summary vacation" under the Public Streets, Highways and Service Easements Vacation Law, California Streets and Highways Code, Sections 8300 et.seq.:

- 1) Designated major and minor street should not be the subject of a proposed street closure.
- 2) Local streets which provide a through connection between two adjacent, intersecting major or minor streets should not be closed. (Evaluated on

FOR CITY CLERK USE ONLY

RESOLUTION NO.: 96-176
DATE ADOPTED: MAY 7 1996

VACATION (Abandonment) PROCESS & REQUIREMENTS

(Continued)

a block-by-block basis.)

- 3) Local streets should not be closed merely to provide additional acreage for building development.
- 4) Approval of local street and alley closures should be dependent upon a finding of substantial benefit for the community planning area affected.
- 5) The closure of a local street should be supported by a majority of the property owners and tenants of the uses located along the affected block and within 500 feet from the street being closed.
- 6) The closure of an alley should be supported by a majority of the property owners adjoining or gaining access through the alley being closed.
- 7) When considering local street and alley closures, consideration should be given to the impacts on the following areas:
 - (a) Elimination of public or private (garages, etc.) access for the land uses located along the affected block.
 - (b) Disruption to land use along parallel or intersecting adjacent streets.
 - (c) Elimination or modification of existing bus or other public transit route patterns.
 - (d) Significant increases in emergency response times for uses along the affected street as well as in the surrounding area.
 - (e) Reduction of the ability to provide fire protection to the affected block(s) and surrounding area.
 - (f) Increases or decreases in the level of on-street parking along adjacent residential streets.
 - (g) Disruption to the nature or character of a predominately residential area, which may adversely impact the sustainability of the community.
- 8) Except as provided otherwise by State Law or the City Code, local street and alley closures within predominately residential areas should only occur for purposes of creating new landscaped, open space or park facilities.

FOR CITY CLERK USE ONLY

RESOLUTION NO.:

96-176

DATE ADOPTED:

MAY 7 1996

VACATION (Abandonment) PROCESS & REQUIREMENTS

(Continued)

- 9) Local street and alley closures for parking purposes should be considered only if viable alternatives, including administrative remedies, for providing needed parking supplies are unavailable.
- 10) If local street or alley closures for parking purposes are approved, the design of the closed street or alley should incorporate measures to enhance pedestrian and bicycle access and should be landscaped to significantly improve and modify the appearance of the closed street or alley where appropriate.
- 11) If a local street or alley closure is approved, the City should consider, where appropriate, requesting the project proponent to construct in a timely manner public or private improvements reasonably related to community needs created by the street or alley closure. Such improvement project may include utility relocations, construction of a new parallel street, curbs, gutters, sidewalks, street lighting, landscaping, pedestrian amenities, fencing or other facilities.
- 12) Street and alley closures shall comply with the Public Streets, Highways and Service Easements Vacation Law, or with other applicable provisions of the California Vehicle Code or City Code.

ATTEST:

Assistant

CITY CLERK

ESP1-01.B
02.2396.1


MAYOR

FOR CITY CLERK USE ONLY

RESOLUTION NO.: 96-176
DATE ADOPTED: MAY 7 1996

VACATION (Abandonment) PROCESS & REQUIREMENTS

(Continued)

GOVERNMENT CODE

65402. Restrictions on acquisition and disposal of real property

(a) If a general plan or part thereof has been adopted, no real property shall be acquired by dedication or otherwise for street, square, park or other public purposes, and no real property shall be disposed of, no street shall be vacated or abandoned, and no public building or structure shall be constructed or authorized, if the adopted general plan or part thereof applies thereto, until the location, purpose and extent of such acquisition or disposition, such street vacation or abandonment, or such public building or structure have been submitted to and reported upon by the planning agency as to conformity with said adopted general plan or part thereof. The planning agency shall render its report adopted general plan or part thereof within forty (40) days after the matter was submitted to it, or such longer period of time as may be designated by the legislative body.

If the legislative body so provides, by ordinance or resolution, the provisions of this subdivision shall not apply to: (1) the disposition of the remainder of a larger parcel which was acquired and used in part for street purposes; (2) acquisitions, dispositions, or abandonments for street widening; or (3) alignment projects, provided such dispositions for street purposes, acquisitions, dispositions, or abandonments for street widening, or alignment projects are of a minor nature.

(b) A county shall not acquire real property for any of the purposes specified in paragraph (a), nor dispose of any real property, nor construct or authorize a public building or structure in another county or within the corporate limits of a city, if such city or other county has adopted a general plan or part thereof and such general plan or part thereof is applicable thereto, and a city shall not acquire real property for any of the purposes specified in paragraph (a), nor dispose of any real property, nor construct or authorize a public building or structure, in another city or in unincorporated territory, if such other city or the county in which such unincorporated territory is situated has adopted a general plan or part thereof and such general plan or part thereof is applicable thereto, until the location, purpose and extent of such acquisition, disposition, or such public building or structure have been submitted to and reported upon by the planning agency having jurisdiction, as to conformity with said adopted general plan or part thereof. Failure of the planning agency to report within forty (40) days after the matter has been submitted to it shall be conclusively deemed a finding that the proposed general plan or part thereof. The provisions of this paragraph (b) shall not apply to acquisition or abandonment for street widening or alignment projects of a minor nature if the legislative body having the real property within its boundaries so provides by ordinance or resolution.

(c) A local agency shall not acquire real property for any of the purposes specified in paragraph (a) nor dispose of any real property, nor construct or authorize a public building or structure, in any county or city, if such county or city has adopted a general plan or part thereof and such general plan or part thereof is applicable thereto, until the location, purpose and extent of such acquisition, disposition, or such public building or structure have been with said adopted general plan or part thereof. Failure of the planning agency to report within forty (40) days after the matter has been submitted to it shall be conclusively deemed a finding that the proposed acquisition, disposition, or public building or structure is in conformity with said adopted general plan or part thereof. If the planning agency disapproves the location, purpose or extent of such acquisition, disposition, or the public building or structure, the disapproval may be overruled by the local agency.

Local agency as used in this paragraph (c) means an agency of the state for the local performance of governmental or proprietary functions within limited boundaries. Local agency does not include the state, or county, or a city.