SAMPLE VACATION APPLICATION LETTER OF REQUEST

01 July 2012

City of Sacramento
Department of Public Works
Development Engineering Section
300 Richards Blvd, 2nd 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”, recorded 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