

## **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