

VACATION (Abandonment) PROCESS & REQUIREMENTS

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 – Development Engineering and Finance 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 the original and one copy labeled as Exhibit "A". The legal description shall be prepared in an 8 and ½" paper and provide 1-1/2 inch clear space at the bottom of the paper. Provide Closure Computation.

3. The applicant shall submit an exhibit drawing/plat of the area to be vacated, prepared and stamped by a licensed land surveyor or a qualified registered Civil Engineer. Provide the original and one copy labeled as Exhibit "B". The exhibit drawing/plat shall be prepared in an 8 and 1/2" paper and provide 1-1/2 inch clear space at the bottom of the paper.

4. The applicant shall submit an ownership map, prepared in an 8 and 1/2 inch by 11-inch paper. The map shall clearly show:

- a. The area to be vacated.
- b. A radius of properties within the applicable 500'.
- c. All lots or parcels, streets and alleys within the 500' radius.
- d. A Key Number (the number you assign to the property) for each of the parcels within the radius, beginning with the number 1 (which must be the subject property).

5. The applicant shall send the Adjoining Property Contact Form, together with the 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 original Signed Adjoining Property Owner Contact Forms.**

VACATION (Abandonment) PROCESS & REQUIREMENTS (Continued)

6. The applicant shall send Vacation/Abandonment Clearance Letter and a self-addressed (applicant's address) stamped envelope, 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 together with application package submittal to the City. **Provide the original Abandonment Clearance Letter Forms.**

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 every 3 months or 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.

8. Provide initial deposit fees in the amount of \$2,500, payable to the City of Sacramento. A check or money order will be accepted; cash will not be accepted.

NOTE: Any processing costs in excess of the deposit shall be billed to the applicant and must be paid prior to the City Council hearing and/or recordation.

9. Provide a Letter of Agency, if an agent or representative is filing the application for the owner.