



VACATION OF PUBLIC RIGHT-OF-WAY APPLICATION FORM

Current Application Fee: _____ File No.: _____

Applicant: _____ Phone No.: _____

Applicant's Address: _____

City: _____ State: _____ Zip: _____

Owner's Name: _____ Phone No.: _____

Owner's Address: _____

City: _____ State: _____ Zip: _____

Location of Proposed Vacation: _____

Assessor's Parcel No.: _____ Planning Case: _____

Related Projects: _____

1. List the names of all persons having a financial interest in the application. Person is defined as "Any individual, firm, co-partnership, joint venture association, social club, fraternal organization, corporation, estate, trust receiver, syndicate, this and any other county, city and county, city municipality, district or other political subdivision, or any group of combination acting as a unit."

_____	_____
_____	_____
_____	_____

2. List the names of all persons having any ownership interest in the property involved.

_____	_____
_____	_____

3. Submit a legal description and plat on 8 ½" x 11" paper describing and illustrating the portion of the public right-of-way to be vacated. Provide a traverse closure.
4. Applicants for projects requiring public hearings are responsible for providing current, accurate, and complete public notification materials to the City. Any errors and/or omissions in the packet of noticing information may invalidate the public hearing and result in additional cost and delays to the applicant.

The following information must be submitted to the City Engineering Department before a project can be placed on an agenda for hearing by the Planning Commission or City Council:

- a. Assessor maps at a true scale of 11 x 17 inches with a 500-foot radius from the boundaries of the subject property indicated on the map. The subject property must be highlighted and the radius drawn to scale. Reduced copies of maps are not acceptable. Please note: If the 500-foot radius encompasses fewer than twenty individual property owners, then the radius must be expanded to include a minimum of twenty individual property owners. The 500-foot radius will be used in most cases.
 - b. Assessor property owner list.
 - c. Two sets of mailing labels for each assessor-identified owner of property within a 500-foot radius of the site and the subject property; an assessor parcel number shall be included for each. Tally the number of owners to be notified and provide sufficient postage stamps for those mailings plus 20 extra for additional agency notifications as may be necessary; for instance, if 100 owners are identified to receive mailings, provide 120 stamps. Additional stamps will be necessary if a second round of mailings is determined to be necessary. Any unused stamps will be returned to the applicant.
 - d. Applicants are responsible for all advertising costs when vacations are required to be placed in local publications.
5. Submit a title report for the subject property. The title report must be a maximum of 30 days old and must include a plat showing all easements on the property to be acceptable.

Please contact the City Engineering Department at (760) 633-2770 with any questions.

Signature

Date

Print or Type Name of Applicant