

**ENGINEERING DEPARTMENT**

**APPLICATION FOR PUBLIC EASEMENT/ROW VACATION**

1. We, the undersigned, hereby request that the following described streets, easements, alleys (or other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ public rights-of-way), be vacated:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attach 8 ½” X 11” sketch showing areas requested for vacation and a legal description (prepared by a State Licensed Surveyor or Civil Engineer) of street/easement area. Also attach copy of recorded map or recorded easement documents).

1. Provide a copy of current preliminary title report (dated no later than 30 days) for the property(ies) / easements involved.
2. The reason for this request and the proposed development or use is as follows : \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. PETITION: (Complete this section for all owners whose property abuts the easement area being requested for vacation.)

We, the undersigned, being owners of parcels fronting on the streets, alleys and/or easements described above for which this vacation request is being prepared, support approval of these vacations. \*

**PLEASE PRINT**

NAME ADDRESS PHONE SIGNATURE



\* (P.S. If additional space is needed, please use a separate sheet of paper)

1. Applicant(s) Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title (Circle One) Owner / Agent / Developer / Other Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For City Use Only:**

1. Application fee:

|  |  |
| --- | --- |
| Summary Vacation | Receipt No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| General Vacation | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

NOTE: This form must be completely filled out and accompanied by all requested information and fees.

**ENGINEERING DEPARTMENT**

**Vacation**

**Application**

**Check List**

All of the items listed below are mandatory for a complete submittal. Checked boxes indicate items that are missing. Your submittal is being returned, un-checked, until all required items are submitted.

**Submit legible photocopies. facsimile copies are not acceptable.**

**1.**  Payment of application fee

**2.**  1 copy of approved “Conditions of Approval”, if applicable

**3.**  2 copies of prepared legal description and plat. (Original signed & wet stamped copies are not

needed until after the City has completed the plan checking of the documents.)

**4.**  2 copies of “Preliminary Title Report” (not more than 30 days old)

**5.**  2 copies of closure calculations, if applicable

**6.**  1 set of supporting documents and maps- **(DOCUMENTS MUST BE LEGIBLE)**:

* Referenced record maps (full size 18”x 26” suggested)
* Assessor’s parcel map (full size 11”x 17” suggested)
* All referenced documents such as deeds, lot line adjustments, easements, dedications, vacations, etc...

**7.**  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ENGINEERING DEPARTMENT**

**Vacation**

**Exhibit “A” (Legal Description)**

**Check List**

**1.**  Use font size equal to 1/10 of one inch, minimum

**2.**  Show the Vacation number (**V No. \_\_\_**) under **Exhibit “A”**

**3.**  Show the legal description using the information from the Title Report

**4.**  Show the net and gross acreage in acres and square feet

**5.**  Show the sheet number

**6.**  Show the street address at the bottom of each sheet

**7.**  Show the date of the preparation of the document

**8.**  Show the name of the RCE\* or PLS in the signature block

**9.**  Show the seal, expiration date and signature

**10.** Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If a civil engineer prepares the documents, then their registration must be prior to January 1st, 1982.

**ENGINEERING DEPARTMENT**

**Vacation**

**Exhibit “B” (Plat)**

**Check List**

**1.**  Use font size equal to 1/10 of one inch, minimum

**2.**  Show the Vacation number (**V No. \_\_\_**) under **Exhibit “B”**

**3.**  Show and label the right-of-way line

**4.**  Show and label the property line

**5.**  Show the Assessor’s Parcel Number

**6.**  Show any Lot or Parcel Number that might apply

**7.**  Show the underlying map, referenced map and/or instrument number

**8.**  Show overall distances

**9.**  Show bearings and distances in the same direction as the north arrow

**10.**  Show Street names and dimensions

**11.**  Show north arrow

**12.**  Show scale

**13.**  Show legend (add note: Indicates street or public easement to be vacated)

**14.**  Show the net and gross acreage in acres and square feet

**15.**  Show the sheet number

**16.**  Show the sheet index, if applicable

**17.**  Show the date of the preparation of the document

**18.**  Show the firm’s name, address and phone number of person preparing document

**19.**  Show the name of the RCE\* or PLS in the signature block

**20.**  Show the seal, expiration date and signature

**21.**  Show Vicinity Map

\*If a civil engineer prepares the documents, then their registration must be prior to January 1st, 1982.

**Note:** Closure calculations may be required for irregular shaped easements, if deemed necessary during the plan checking procedure.