City of SACRAMENTO
Department of Public Works
Engineering Services Division

Development Engineering
300 Richards Blvd., 3rd Floor
Sacramento, CA 95811
Phone: 916-808-8300
Email:DE@cityofsacramento.org

VACATION (ABANDONMENT) APPLICATION

INCOMPLETE SUBMITTAL PACKAGES WILL NOT BE ACCEPTED

- **PRIOR TO SUBMITTAL OF THIS APPLICATION, PLEASE READ THE "VACATION (ABANDONMENT) PROCESS AND REQUIREMENTS", AVAILABLE FROM CITY STAFF OR ON CITY WEBSITE**
- ***TYPE OR PRINT LEGIBLY – SHOW ALL INFORMATION – use additional page if more space is required.***

PROJECT

NAME OF PROJECT	**VAC**
PROJECT ADDRESS	**eCaps:** P15000021
TYPE OF PROJECT ☐ VACATION ☐ SUMMARY VACATION ☐ MAP VACATION	
APN (ALL PARCELS)	

OWNER INFORMATION

1. NAME OF LEGAL OWNER(S)			
MAILING ADDRESS	CITY	STATE	ZIP
PHONE	E-MAIL		
NAME OF CONTACT PERSON	PHONE	E-MAIL	
2. NAME OF LEGAL OWNER(S)			
MAILING ADDRESS	CITY	STATE	ZIP
PHONE	E-MAIL		
NAME OF CONTACT PERSON	PHONE	E-MAIL	

CONTACT

NAME OF CONSULTING FIRM			
MAILING ADDRESS	CITY	STATE	ZIP
PHONE	FAX	E-MAIL	
NAME OF CONTACT PERSON			

SIGNATURE

Engineer/Surveyor:

Please accept this vacation submittal package for review. This submittal complies with all applicable provisions of the City Code and the Government Code

Signature _____ Date _____

Owner:

The flat fee paid with the submittal of this project is sufficient to cover the Department of Public Works processing and review for vacation/abandonment per Resolution 2024-0153. Additional application and fee maybe required if request details more than two(2) easements to be vacated. Other City Departments may charge a separate fee for review. The property owner hereby agrees to take full financial responsibility to pay all costs to process this vacation/ abandonment request.

Owner's Signature _____ Date _____

VACATION (ABANDONMENT) APPLICATION

SUBMITTAL CHECKLIST

Date of Submittal _____

OWNER OR SURVEYOR MUST INITIAL SUBMITTED ITEMS BELOW

APPLICANT/ SURVEYOR

SEE "VACATION (ABANDONMENT) PROCESS AND REQUIREMENTS" FOR DETAILED DESCRIPTION OF ITEMS 1-10 BELOW

_____ 1) Letter of Request for vacation (abandonment)

_____ 2) Legal Description (Exhibit "A"). Signed and Stamped by Licensed Surveyor

_____ 3) Exhibit Map/Plat (Exhibit "B").

_____ 4) Letter of Agency (if necessary).

_____ 5) Completed Adjoining Property Owner Contact Form(s).

_____ 6) Copy of all related recorded documents (Easements, Maps, Irrevocable Offer of Dedication, etc).

_____ 7) Completed Clearance Letters from City Departments and Utility Companies (Initial the below list).

_____ 8) Fees: Once project is deemed sufficient for intake a record number and invoice for payment will be generated. See our current Fee Schedule amounts for items 2.13 and 2.14 that will be invoiced and collected.

_____ 9) Approved Tentative Map (if Map Vacation)

INITIALS			COMMENTS
Applicant	City		
_____	_____	1) PW - Electrical, Traffic, & Funding	_____
_____	_____	2) PW - Transportation_ETS	_____
_____	_____	3) PW - Maintenance Services Streets	_____
_____	_____	4) PW – Solid Waste	_____
_____	_____	5) PW – Real Estate Services	_____
_____	_____	6) Department of Utilities (extra review fee)	_____
_____	_____	7) CDD - Long Range Planning	_____
_____	_____	8) Fire Department	_____
_____	_____	9) PW – County of Sacramento	_____
_____	_____	10) SMUD	_____
_____	_____	11) PG & E	_____
_____	_____	12) AT & T / SBC	_____
_____	_____	13) Comcast	_____
_____	_____	14) Regional Transit	_____
_____	_____	15) Police Department	_____
_____	_____	16) PW - Mobility and Sustainable	_____

APPLICANT'S CERTIFICATION

The undersigned hereby acknowledges being the applicant(s) of the property contained within this project and hereby consents to the processing and recording of the Vacation; and further acknowledges that they understand the "Vacation (Abandonment) Process and Requirements" associated with this application.

PRINT APPLICANT'S NAME: _____

SIGNATURE: _____ DATE: _____