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: _____

Vacation/Abandonment Clearance Contact Information

SMUD, Real Estate Services P.O. Box 15830 Sacramento, CA 95852 Phone: (916)732-6868 **Realestate@smud.org**	**City of Sacramento Department of Public Works, Engineering Services** 915 I St, 2nd Floor Sacramento, CA 95814 Attn: Matthew Johns Phone: (916)808-5760 **MJohns@cityofsacramento.org**	**City of Sacramento Department of Utilities** 300 Richards Blvd, 2nd Floor Sacramento, CA 95811 Phone:(916)808-1427 **DOUDevelopmentReview@cityofsacramento.org**	**City of Sacramento Fire Department** 5770 Freeport Blvd #200 Sacramento, CA 95822 Attn: King Tunson Phone:(916)808-1358 **ktunson@sfd.cityofsacramento.org**
City of Sacramento Police Department 5770 Freeport Blvd #100 Sacramento, CA 95822 Attn: Ryan Buchanan **rbuchanan@pd.cityofsacramento.org**	**City of Sacramento Departmant of Public Works, Street Maintenance** 5730 24th St Bldg.1 Sacramento, CA 95822 Attn: Josh Werner Phone:(916)808-8158 **JWerner@cityofsacramento.org**	**City of Sacramento Department of Public Works, Facilities and Property Management** 915 I St, 2nd Floor Sacramento, CA 95814 Attn: Richard Sanders Phone:(916)808-7034 **RSanders@cityofsacramento. org**	**City of Sacramento Department of Public Works, Recycling and Solid Waste** Attn: Michelle Nuttbrock Phone:(916)808-4931 **MNuttbrock@cityofsacramento.org**
Pacific Gas and Electric Company 850 Stillwater Rd. West Sacramento, CA 95605 Attn: Ashley Van **LandNVExternalInquiry@pge.com**	**Regional Transit** P.O. Box 2110 Sacramento, CA 95812 Attn: Renee Nielson / Traci Canfield P:(916) 556-0308/(916) 556-0513 **rnielson@sacrt.com** **tcanfield@sacrt.cm**	**AT&T/Pacific Bell** 2700 Watt Ave Rm. 3473-11 Sacramento, CA 95851 Attn: Nathan Dixon Phone:(916)296-6359 **nd229g@att.com**	**Sacramento Area Sewer District** 10060 Goethe Rd Sacramento, CA 95827 Attn: Eric Scholtz Phone:(916)876-6065 **PlanCheck@sacsewer.com** **Scholtze@sacsewer.com**
Comcast 1242 National Dr. Sacramento, CA 95834 Attn: Mark Duby Phone:(916) 275-7911 **Mark_Duby@comcast.com**	**City of Sacramento Department of Public Works, Transportation Entitlements and Traffic Study (ETS)** 300 Richards Blvd, 2nd Floor Attn: Zarah Lacson Phone: (916) 808-8494 **Zlacson@cityofsacramento.org**	**City of Sacramento Community Development Department, Long Range Planning** 300 Richards Blvd, 3rd Floor Attn: Remi Mendoza / Amy Yang Phone:(916) 808-5003/(916)808-5023 **rmendoza@cityofsacramento.org** **Asyang@cityofsacramento.org**	**City of Sacramento Department of Public Works Mobility and Sustainability** 915 I St, 2nd Floor, Sacramento, CA 95814 Attn: Charisse Padilla **cpadilla@cityofsacramento.org**

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

Abandonment Clearance Letter

TO: Sacramento Municipal Utility District
Real Estate Services
P.O. Box 15830
Sacramento, CA 95852
EMAIL: Realestate@smud.org

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

_____

_____

2) Proposed use of abandoned area: _____

_____

_____

3) Are the utilies and/or "Public Service Easements" proposed to be retained?

☐ YES ☐ NO ☐ N/A

4) Is there entitlement request associated with the abandonment? ☐ YES ☐ NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below. **Type** or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

_____

_____

_____ SMUD Signature

_____ Date

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

Abandonment Clearance Letter

TO: Sacramento Area Sewer District 10060 Goethe Rd Sacramento, CA 95827
EMAIL:PlanCheck@sacsewer.com; scholtze@sacsewer.com
Attn: Eric Scholtz
916-876-6065

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

_____

_____

2) Proposed use of abandoned area: _____

_____

_____

3) Are the utilies and/or "Public Service Easements" proposed to be retained?

☐ YES ☐ NO ☐ N/A

4) Is there entitlement request associated with the abandonment? ☐ YES ☐ NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below. **Type** or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

_____

_____

_____ SASD Signature

_____ Date

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

Abandonment Clearance Letter

TO: Regional Transit
P.O. Box 2110 Sacramento, CA 95812
EMAIL: tcanfield@sacrt.com; rnielson@sacrt.com
Attn: Traci Canfield, Renee Nielson

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

_____

_____

2) Proposed use of abandoned area: _____

_____

_____

3) Are the utilies and/or "Public Service Easements" proposed to be retained?

☐ YES ☐ NO ☐ N/A

4) Is there entitlement request associated with the abandonment? ☐ YES ☐ NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below. **Type** or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

_____

_____

_____ Regional Transit Signature

_____ Date

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

Abandonment Clearance Letter

TO: City of Sacramento Department of Public Works Transportation
Entitlements and Traffic Studies (ETS)
300 Richards Blvd. 2nd Floor
Sacramento, CA 95814
EMAIL: Zlacson@cityofsacramento.org; Attn: Zarah Lacson

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

_____

_____

2) Proposed use of abandoned area: _____

_____

_____

3) Are the utilies and/or "Public Service Easements" proposed to be retained?

☐ YES ☐ NO ☐ N/A

4) Is there entitlement request associated with the abandonment? ☐ YES ☐ NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below. **Type** or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

_____

_____

_____ Transportation Division Signature

_____ Date

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

Abandonment Clearance Letter

TO: City of Sacramento Department of Public Works
Street Maintenance 5730 24th St, Bldg. 1
Sacramento, CA 95822
EMAIL: JWerner@cityofsacramento.org
Attn: Josh Werner

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

_____

_____

2) Proposed use of abandoned area: _____

_____

_____

3) Are the utilies and/or "Public Service Easements" proposed to be retained?

☐ YES ☐ NO ☐ N/A

4) Is there entitlement request associated with the abandonment? ☐ YES ☐ NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below. **Type** or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

_____

_____

DE-904 _____ Street Maintenance Division Signature

_____ Date

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

Abandonment Clearance Letter

TO: City of Sacramento Department of Public Works Recycling and Solid Waste
2812 Meadowview Rd
Sacramento, CA 95832
EMAIL: mnuttbrock@cityofsacramento.org
Attn: Michelle Nuttbrock

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

_____

_____

2) Proposed use of abandoned area: _____

_____

_____

3) Are the utilies and/or "Public Service Easements" proposed to be retained?

☐ YES ☐ NO ☐ N/A

4) Is there entitlement request associated with the abandonment? ☐ YES ☐ NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below. **Type** or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

_____

_____

_____ Recycling and Solid Waste Division Signature

_____ Date

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

Abandonment Clearance Letter

TO: City of Sacramento Department of Public Works Engineering Services
915 I St, 2nd Floor
Sacramento, CA 95814
EMAIL: MJohns@cityofsacramento.org
Attn: Matthew Johns

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

_____

_____

2) Proposed use of abandoned area: _____

_____

_____

3) Are the utilies and/or "Public Service Easements" proposed to be retained?

☐ YES ☐ NO ☐ N/A

4) Is there entitlement request associated with the abandonment? ☐ YES ☐ NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below. **Type** or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

_____

_____

_____ Engineering Services Division Signature

_____ Date

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

Abandonment Clearance Letter

TO: City of Sacramento Police Department 5770
Freeport Blvd #100 Sacramento, CA 95822
EMAIL: rbuchanan@pd.cityofsacramento.org
Attn: Ryan Buchanan

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

_____

_____

2) Proposed use of abandoned area: _____

_____

_____

3) Are the utilies and/or "Public Service Easements" proposed to be retained?

☐ YES ☐ NO ☐ N/A

4) Is there entitlement request associated with the abandonment? ☐ YES ☐ NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below. **Type** or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

_____

_____

_____ Police Department Signature

_____ Date

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

Abandonment Clearance Letter

TO: Pacific Gas and Electric Company 343 Sacramento St
Auburn, CA 95603
EMAIL: LandNVExternalInquiry@pge.com

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

_____

_____

2) Proposed use of abandoned area: _____

_____

_____

3) Are the utilies and/or "Public Service Easements" proposed to be retained?

☐ YES ☐ NO ☐ N/A

4) Is there entitlement request associated with the abandonment? ☐ YES ☐ NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below. **Type** or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

_____

_____

_____ PG&E Signature

_____ Date

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

Abandonment Clearance Letter

TO: City of Sacramento Community Development Department Long Range Planning Section
300 Richards Blvd, 3rd Floor Sacramento, CA 95811
EMAIL: rmendoza@cityofsacramento.org; asyang@cityofsacramento.org
Attn: Remi Mendoza, Amy Yang

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

_____

_____

2) Proposed use of abandoned area: _____

_____

_____

3) Are the utilies and/or "Public Service Easements" proposed to be retained?

☐ YES ☐ NO ☐ N/A

4) Is there entitlement request associated with the abandonment? ☐ YES ☐ NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below. **Type** or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

_____

_____

 _____ Long Range Planning Division Signature _____ Date

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

Abandonment Clearance Letter

TO: City of Sacramento Fire Department 5770 Freeport Blvd #200
Sacramento, CA 95822
EMAIL:ktunson@sfd.cityofsacramento.org
Attn: King Tunson

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

_____

_____

2) Proposed use of abandoned area: _____

_____

_____

3) Are the utilies and/or "Public Service Easements" proposed to be retained?

☐ YES ☐ NO ☐ N/A

4) Is there entitlement request associated with the abandonment? ☐ YES ☐ NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below. **Type** or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

_____

_____

_____ Fire Department Signature

_____ Date

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

Abandonment Clearance Letter

TO: City of Sacramento Department of Public Works Facilities and Property Management
915 I St, 2nd Floor
Sacramento, CA 95814
EMAIL: rsanders@cityofsacramento.org
Attn: Richard Sanders

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

_____

_____

2) Proposed use of abandoned area: _____

_____

_____

3) Are the utilies and/or "Public Service Easements" proposed to be retained?

☐ YES ☐ NO ☐ N/A

4) Is there entitlement request associated with the abandonment? ☐ YES ☐ NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below. **Type** or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

_____

_____

 _____ Facilities and Property Management Signature

_____ Date

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

Abandonment Clearance Letter

TO: City of Sacramento Department of Utilites
300 Richards Blvd, 2nd Floor Sacramento, CA 95811
EMAIL:DOUDevelopmentReview@cityofsacramento.org

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

_____

_____

2) Proposed use of abandoned area: _____

_____

_____

3) Are the utilies and/or "Public Service Easements" proposed to be retained?

☐ YES ☐ NO ☐ N/A

4) Is there entitlement request associated with the abandonment? ☐ YES ☐ NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below. **Type** or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

_____

_____

_____ DOU Signature

_____ Date

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

Abandonment Clearance Letter

TO: Comcast
1242 National Dr Sacramento, CA 95834
EMAIL: Mark_Duby@comcast.com
Attn: Mark Duby

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

_____

_____

2) Proposed use of abandoned area: _____

_____

_____

3) Are the utilies and/or "Public Service Easements" proposed to be retained?

☐ YES ☐ NO ☐ N/A

4) Is there entitlement request associated with the abandonment? ☐ YES ☐ NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below. **Type** or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

_____

_____

_____ Comcast Signature

_____ Date

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

Abandonment Clearance Letter

TO: AT&T/Pacific Bell
2700 Watt Ave, Rm. 3473-11
Sacramento, CA 95851
EMAIL: nd229g@att.com
Attn: NATHAN DIXON

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

_____

_____

2) Proposed use of abandoned area: _____

_____

_____

3) Are the utilies and/or "Public Service Easements" proposed to be retained?

☐ YES ☐ NO ☐ N/A

4) Is there entitlement request associated with the abandonment? ☐ YES ☐ NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below. **Type** or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

_____

_____

_____ _____
AT&T/Pacific Bell Signature Date

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@cityofsacrameto.org

Abandonment Clearance Letter

TO: City of Sacramento Department of Public Works
Transportation Planning Mobility and Sustainability
915 I St, 2nd Floor, Sacramento, CA 95814
EMAIL: cpadilla@cityofsacramento.org
Attn: Charisse Padilla

FROM: _____

Phone: _____

Email: _____

1) Location of Abandonment: _____

_____

_____

2) Proposed use of abandoned area: _____

_____

_____

3) Are the utilies and/or "Public Service Easements" proposed to be retained?

☐ YES ☐ NO ☐ N/A

4) Is there entitlement request associated with the abandonment? ☐ YES ☐ NO

If YES, Planning Entitlement File: _____

This abandonment is being requested of the City. Please check the appropriate box below. **Type** or **print** your comments, if applicable, and **return this document to the applicant within two weeks.**

☐ No objection to the proposed abandonment.

☐ No objection to the proposed abandonment provided the following conditions are met.

☐ Not approved.

Comments: _____

_____

_____

_____ Transportation Planning Signature

_____ Date

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

ADJOINING PROPERTY OWNER CONTACT FORM

TO: _____
(Adjoining Property Owner's Name & Phone Number)

_____
(Adjoining Property Address / City / State / Zip)

_____
(Adjoining Property Owner's Mailing Address / City / State / Zip)

FROM: _____
(Applicant's Name & Phone Number)

_____
(Applicant's Address / City / State / Zip)

1. REGARDING VACATION/ABANDONMENT OF: _____

_____

_____

2. PROPOSED USE OF VACATED/ABANDONED AREA: _____

_____

_____

The applicant is requesting the City of Sacramento to vacate the:

☐ Public right-of-way
☐ Public service easement within the property described above

As an adjoining property owner to the property, your opinion to the vacation is requested. Please check the appropriate box below and print or type your comments.
Return the completed form to the applicant at the address above within one week.

☐ I support the proposed vacation/abandonment described above.
☐ I object to the proposed vacation/abandonment described above.

COMMENTS: _____

_____

_____

_____/_____/_____
(Signature) (Print Name) (Date)

_____/_____/_____
(Signature) (Print Name) (Date)

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

LETTER OF AGENCY

If the applicant is not the owner of the record of the subject site, a Letter of Agency from the owner or the owner's authorized representative must be submitted which grants the applicant permission to make application for the requested vacation (abandonment).

Date: _____

TO: City of Sacramento
Department of Public Works
Engineering Services Division
300 Richards Blvd., 3rd Floor, Sacramento, CA 95811

I, the undersigned legal owner of record, hereby grant permission to:

Applicant: _____ Phone: _____

Applicant's Address: _____

to apply for vacation (abandonment) of: _____
(Location)

_____

_____

Assessor's Parcel Number: _____

_____
(Signature of Owner of Record (MUST BE ORIGINAL)

_____
(Print Name of Owner of Record)

_____ _____
(Address of Owner of Record) *(Phone Number)*

Application Number: _____

City of SACRAMENTO
Department of Public Works
Engineering Services Division

Development Engineering
300 Richards Blvd., 3rd Floor
Sacramento, CA 95811
Phone:916-808-8300
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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

City of SACRAMENTO
Department of Public Works

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

VACATION (Abandonment) PROCESS & REQUIREMENTS

Background

The City Council has the authority to vacate public right-of-ways (including road, streets, alleys, public utility easements and public service easements). City policy, Resolution No. 96-176, provides a list of review guidelines that the City of Sacramento City Council and staff will consider in evaluating the merits of a proposed vacation. Vacation shall provide substantial benefit to the community, vacation shall not inhibit access to other properties, and vacation shall be supported by a majority of the adjoining property owners.

Vacation of public right-of-ways is processed under the California Streets and Highways Code(S&HC), California Subdivision Map Act, and Sacramento City Code. City staff shall determine the appropriate category of vacation for each application. All vacations require City Council action. Vacation must comply with these state laws and local ordinances. Once the vacation is completed, the title to the underlying property shall be cleared off any public right-of-ways and/or public service easements.

Only complete vacation application packages shall be accepted for processing. If a vacation is being prepared for a property that is also requesting a Planning Entitlements, the vacation and entitlement shall be process simultaneously. City Planning Agency reviews all vacations for their consistency with the City's adopted general plan.

Once the City Council approves the Resolution of Vacation, and the conditions of vacation are met, the City Clerk's Office shall cause a certified copy of the Resolution of Vacation, attested by the City Clerks under seal to be recorded. The vacation shall be effective when the City Clerk's Office records this resolution with the County Recorder.

The process for each category of vacation is generally as follows:

A. S&HC Vacation/Summary Vacation Process - No Entitlements

1. Applicant shall complete the Vacation (Abandonment) Application Submittals. The completed submittals and fees are delivered to the Department of Public Works–Development Engineering Division, 300 Richards Blvd 3rd Floor, Sacramento, CA 95811. Currently, all submittals shall be submitted electronically by email to DE@cityofsacramento.org.
2. The application is reviewed for completeness, accuracy and conformity with State law and local ordinance and a determination of the type of vacation is made. If the application is not complete, it will be returned to the applicant for completion.
3. A preliminary environmental assessment of the proposed vacation is made. If the vacation is determined to be unusual or controversial, an environmental document may be required.

VACATION (Abandonment) PROCESS & REQUIREMENTS

(Continued)

4. The Department of Public Works – Planning Division reviews the proposed vacation to determine the vacation's consistency with the City General Plan and the local Community Plan (see Attachment Government Code, Section 65402). Their findings are then included in the staff report presented to City Council at the vacation hearing.
5. Conditions, which must be met by the applicant prior to the vacation being recorded, are developed. These conditions are generally derived from the comments received from City departments and utility companies.
6. The property owners and tenants within a 500-foot radius of a proposed non-summary vacation are notified by mail of the said proposed vacation, and the hearing date before the City Council. The Intent to vacate is also posted along the area to be vacated and noticed in a newspaper of general circulation and as part of the City Council agenda.
7. The applicant provides the Department of Public Works – Development Engineering Division with proof that the conditions of vacation have been met. The conditions must be met within two (2) years of the vacation hearing date or the vacation is void. If needed, a vacation time extension may be requested of the City Council.
8. The "Resolution to vacate" is then recorded with the County Recorder by the Department of Public Works.

For your information, flow charts of the above Vacation and Summary Vacation process are provided in this application package.

B. S&HC Vacation/Summary Vacation Process - Non-Map Entitlements

1. All of the steps listed in Section A above apply, except where modified below.
2. Early in the entitlement process, and at least six weeks prior to City Planning Commission, the application and fees for the vacation are submitted to the Department of Public Works– Development Engineering Division, Vacation Coordinator.
3. Prior to the vacation being heard at City Council, the non-map entitlements are sent to City Planning Commission for approval. If the City Planning Commission does not approve the non-map entitlements, then the vacation is not heard at City Council (unless the denial of the entitlement is appealed).
   Exception: If any City department recommends denial of the vacation, then the vacation is heard at Council prior to the non-map entitlements being heard at City Planning Commission. (This may delay the City Planning Commission hearing date.)
4. The vacation is heard at City Council for approval.
5. Applicant satisfies vacation conditions. The conditions must be met prior to the expiration of the Non-Map Entitlement or the vacation is void. If needed, a vacation time extension may be requested of the City Council.
6. Recordation of the vacation and issuance of building permit are done concurrently.

VACATION (Abandonment) PROCESS & REQUIREMENTS

(Continued)

C. Vacation/Summary Vacation under the Subdivision Map Act

1. The Tentative Map is submitted with the applicant's proposed easements/streets to be vacated shown on the map. On the map, provide written reference to the recording date creating these public streets or public easements.
2. The Department of Public Works – Development Engineering Division, Project Manager will evaluate the request to do the vacation on the map. If the Project Manager determines that it is not appropriate for the vacation to be done on the map, then a Streets and Highways Code vacation will be required (see Section D).
3. At least three weeks prior to Subdivision Review Committee, submit the Vacation/Abandonment Clearance Letters and the Adjoining Property Owner Contact Forms to the Project Manager. Clearance Letters and Contact Forms are good for up to one year prior to Planning Commission/City Council approval of the tentative map. There is no additional fee deposit required.
4. If a Tentative Map Time Extension is requested and approved, new Clearance Letters and Contact Forms will not be required.
5. The vacation is effective upon recordation of Final Map or as noted on the Final Map.

D. S&HC Vacation/Summary Vacation Process - Map Entitlements

1. The Tentative Map is submitted with the proposed easements/streets to be vacated shown on map. On the map, provide written reference to the recording date creating these public streets or public easements.
2. If the Project Manager determines that a Streets and Highways Code vacation is required, then all of the steps listed in Section A apply, except where modified below.
3. At least three weeks prior to Subdivision Review Committee, submit the complete Vacation(Abandonment) application and fees to the Vacation Project Manager in Development Engineering.
4. Prior to the vacation being heard by City Council, the tentative map is sent to City Planning Commission for approval. If the tentative map is not approved by City Planning Commission, then the vacation is not heard at City Council unless the tentative map is appealed.

Exception: If any City department recommends denial of the vacation, then the vacation is heard at City Council prior to the tentative map being heard at City Planning Commission. (This may delay the City Planning Commission hearing date.)

5. The vacation is heard at City Council.
6. Applicant satisfies vacation conditions. The conditions must be met prior to the expiration of the tentative map or the vacation is void. If needed, a vacation time extension may be requested of the City Council.
7. Recordation of the vacation and the Final Map are done concurrently.

Attached are the Vacation (Abandonment) Application Submittals required for a Vacation or Summary Vacation. Provide all the information requested and return it to the **Department of Public Works – Development Engineering Division, 300 Richards Blvd. 3rd Floor, Sacramento CA 95811 by email to DE@cityofsacramento.org** to start the abandonment process.

Note: Conditions by any department or agency will dictate a regular vacation process per Streets and Highways Code(S&HC) and may require a public hearing for approval.

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 – Engineering Services 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 an electronic copy labeled as Exhibit "A". The legal description shall be prepared and submitted as a PDF document with closure calculations.

3. The applicant shall submit an electronic exhibit drawing/plat of the area to be vacated, prepared and stamped by a licensed land surveyor or a qualified registered Civil Engineer. Provide a electronic copy labeled as Exhibit "B". The exhibit drawing/plat shall be prepared and submitted as a PDF document.

4. The applicant shall send the Adjoining Property Contact Form, together with the hard copy 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 Signed Adjoining Property Owner Contact Forms With the Electronic Application Submittal.

5. The applicant shall email Vacation/Abandonment Clearance Letters, 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 electronically together with application package submittal to the City.

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

VACATION (Abandonment) PROCESS & REQUIREMENTS

(Continued)

NOTE: The applicant should determine if additional 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, we suggest the applicant resolve this condition with the City Department or utility company prior to submission of the application package.

City staff will not accept application package submittal if any of the City Departments and utility companies have expressed objection to the abandonment. New clearance Letters and Contact Forms may be required after one year from the date of signed document. City Departments and Utility Companies contacts are updated information as received. Please ensure proper routing of Vacation/ Abandonment Clearance Letters. We recommend the applicant verify the department and agency contacts before sending the clearance forms.

7. Email entire complete application package to DE@cityofsacramento.org and staff will review your application for completeness and will respond within one business day with an invoice and instructions to pay the application fees. Fees can be paid online with a Credit Card or eCheck. Payments can also be paid with a check or cash at the CDD counter at 300 Richards Boulevard at the cashier's desk.
8. If the application is incomplete it will be rejected.
9. Submitted applications inactive for more than 1 year will be voided without refund.
10. Timeline to complete process varies 3 to 4 months for applications requiring City Council approval (Regular and Summary Vacations)