



Abandonments

Submittal Requirements to Public Works

March 2006

Purpose: This handout is a guide for Abandonment Application submittals and is in accordance with Sections 8300 through 8363 of the Streets and Highway Code and the City of Elk Grove Ordinances. The City of Elk Grove provides abandonment's for local streets, alleys and easements. The majority of the adjoining property owners have to support the abandonment without inhibiting access to any of the properties. Abandonments must be approved by the City of Elk Grove Public Works Department and City Council.

Submittal Requirements:

- Application for Vacation Street, Alley or Easement (Attachment 1)
- Letter of Request for Abandonment
- Petition to Vacate (Attachment 2)
- Adjoining Property Owner's Affidavit (Attachment 3)
- Abandonment Area Map
- Vicinity Map (Color)
- Property Ownership Map
- Property Ownership List
- Mailing Labels
- Letter of Certification (Attachment 4)
- Origination of Easement or Deed
- Legal Description and Plat
- Utility Clearance Letters (Attachment 5)
- Abandonment Deposit \$850
- Environmental Clearance Letter from City of Elk Grove Planning Department (if applicable)
 - Environmental Clearance Deposit \$240
- Proposed Use of Abandoned Property Drawing or Exhibit (if applicable)
- Project Billing Information Form

Detailed Instructions for Abandonment Application Process:

1. **Application to Vacation Street, Alley or Easement:** Complete application (Attachment 1).
 - ✓ *Statement of Agency:* The signature of the property owner on this application appoints the applicant to act as their agent in regards to this abandonment process.
2. **Letter of Request for Abandonment:** Prepare a letter to the Abandonment Coordinator, City of Elk Grove, Public Works Department-Development Services, with the following information:
 - ✓ Request for Abandonment
 - ✓ Description of Proposed Area to be Abandoned
 - ✓ Proposed Use of Abandoned Area

- ✓ Indicate if Part of a Planning Entitlement
- ✓ Indicate if Utilities are to be Abandoned or Re-Routed

3. **Petition to Vacate:** The adjoining property owner(s) must sign the Petition to Vacate (Attachment 2). The names and addresses must be legible and clear on the form. The Petition to Vacate form shall have the following amount of adjoining property owner(s) signatures:

- ✓ Public Street or Pedestrian Easement - Ten (10) Signatures
- ✓ Easement (Public Utility, Light & Air, Drainage, etc.) - Five (5) Signatures

4. **Adjoining Property Owner's Affidavit:** The Adjoining Property Owner's Affidavit (Attachment 3) must be signed and notarized by each adjoining property owner(s).

5. **Abandonment Area Map:** Provide an Area Map clearly indicating the area to be abandoned in relation to surrounding properties. Area map shall be 8-1/2" x 11" on white bond paper. Map shall be fully dimensioned, clear and legible. Only common engineering scales shall be used.

6. **Vicinity Map:** Provide a color Vicinity Map clearly indicating the area to be abandoned in relation to surrounding streets. Vicinity Map shall be 8-1/2" x 11" on white bond paper. Map shall be fully dimensioned, clear and legible. Only common engineering scales shall be used.

7. **Property Ownership Map:** Provide an Ownership Map clearly indicating the following information:

- ✓ Proposed Area to be Abandoned
- ✓ Properties within a 500' or 1,000' Radius Around Proposed Abandoned Property
- ✓ A Key Number (This number must be assigned to each property within the radius, beginning with the number one (1), which must be the property to be abandoned.)

Property Ownership Map shall be 8-1/2" x 11" on white bond paper. Map shall be fully dimensioned, clear and legible. Only common engineering scales shall be used.

8. **Property Ownership List:** Submit a Property Ownership List for owners within the 500' or 1000' radius of the proposed area to be abandoned. Beginning with the property to be abandoned which has the first key number of one (1) as indicated above, the following information shall be include in the list:

- ✓ Key Number (Number Assigned to Property)
- ✓ Assessor's Parcel Number (APN)
- ✓ Property Owner(s) Name, Address, City, State, and Zip Code
 - Obtainable from the County Recorder's Office, 600 8th Street, Sacramento

9. **Mailing Labels:** Provide two sets of adhesive Mailing Labels with the information included in the Property Ownership List. The labels shall be formatted as follows:

Name
Address
City, State, Zip Code
1.APN: 000-0000-000

10. **Letter of Certification:** Complete the Letter of Certification (Attachment 4), certifying that the information provided is accurate for the Property Ownership List and Mailing Labels.

11. **Origination of Easement or Deed:** Provide a copy of the Deed, Map, Final Map or other documents that created the street, alley or easement.

12. **Legal Description and Plat:** Provide a Legal Description and Plat of the proposed area to be abandoned. Plat shall be submitted on 8-1/2" x 11" white bond paper. Plat shall be fully dimensioned, clear and legible. Only common engineering scales shall be used. Legal Description and Plat shall be prepared, stamped, and "wet-signed" with an expiration date by a Licensed Land Surveyor or Registered Civil Engineer licensed to practice surveying.

13. **Utility Clearance Letters:** It is the Applicant's responsibility to contact all utility companies/agencies that may have utilities in the proposed area to be abandoned. A Utility Clearance Letter (Attachment 5) must be completed by each utility company/agency and submitted with the Abandonment Application. Please refer to the Utility Representative Handout for contact information.

The City of Elk Grove may require Utility Clearance Letters from additional entities at its discretion. Any objections or conditions from the utility companies/agencies must be satisfied prior to submitting the Abandonment Application package.

14. **Fees:** Pay the required deposits with two separate checks made payable to the "City of Elk Grove."

- ✓ Abandonment Deposit \$850.00
- ✓ Environmental Clearance Deposit \$240.00

15. **Project Billing Information Form:** Form shall be completed for billing purposes.

Additional Requirements: Additional project specific information may be required during the review process.

Where to Submit Abandonment Application: City of Elk Grove, 8401 Laguna Palms Way, Public Works front counter. **Incomplete submittals will be returned. Front Counter review is required prior to submittal acceptance.**

Questions: If you have any questions regarding the process of submitting an Abandonment Application, please call (916) 478-3612 or visit our website at www.elkgrovecity.org.



**Attachment 2
Petition to Vacate
Street, Alley or Easement (General Vacation)**

**To: The Honorable City Council
of the City of Elk Grove
8400 Laguna Palms Way
Elk Grove, CA 95758**

Project Number: _____

WE the undersigned freeholder of the County of Sacramento, State of California, being at least ten in number, hereby petition the City Council of the City of Elk Grove, County of Sacramento to abandon the hereinafter described _____, under the provision of Section 8320 – 8325 of the Streets and Highways Code of the State of California and that at least two of the said freeholders are residents of the road district wherein said _____ lies.

SAID _____ is described as follows:

WHEREFORE, Petitioners pray that the City of Elk Grove set a time and place of the hearing of this petition, and that notice be given of the date set for hearing as required by Section 8320 of the Streets and Highways Code of the State of California and that after said hearing, that the _____ be vacated with or without conditions as determined by the Elk Grove City Council.

Respectfully submitted, this _____ day of _____, 200__.

1. _____
Name – Print or Type

Street Address

Signature

City, State Zip Code

2. _____
Name – Print or Type

Street Address

Signature

City, State Zip Code

3. _____
Name – Print or Type

Signature

Street Address

City, State Zip Code

4. _____
Name – Print or Type

Signature

Street Address

City, State Zip Code

5. _____
Name – Print or Type

Signature

Street Address

City, State Zip Code

6. _____
Name – Print or Type

Signature

Street Address

City, State Zip Code

7. _____
Name – Print or Type

Signature

Street Address

City, State Zip Code

8. _____
Name – Print or Type

Signature

Street Address

City, State Zip Code

9. _____
Name – Print or Type

Signature

Street Address

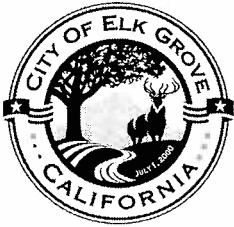
City, State Zip Code

10. _____
Name – Print or Type

Signature

Street Address

City, State Zip Code



CITY OF ELK GROVE
Department of Public Works

Attachment 4
LETTER OF CERTIFICATION

It is important and required by law that the City notifies neighbors or adjoining property owners (those within 500' or 1,000' radius of your property) of the time and date that this application will be heard in a public hearing. This provides an opportunity for those most affected by a proposed use to provide input to the hearing body. It is the responsibility of the applicant to contact the Assessor's Office and list the names and addresses (including zip codes) of all those property owners that are shown on the latest assessment roll within 500' or 1,000' radius of your property and prepare a radius map as described on the Planning Application Submittal Requirements form. A new list of current names and addresses must be resubmitted if the original list submitted with this application becomes older than one year.

Please be hereby advised that it is the responsibility of the applicant to provide accurate information. Noticing errors could result in a delay of scheduling a hearing.

I, _____ hereby certify that attached Property Ownership List and Adhesive Mailing Labels contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Sacramento and all addresses for properties within the area described and for a distance of five hundred feet (500') or one thousand (1000') from the exterior boundaries of the following property (s):

Print Name

Signature



**Attachment 5
UTILITY ABANDONMENT CLEARANCE LETTER**

Project Number: _____

To: _____

From: _____

1. Location of Abandonment:

2. Proposed use of abandoned area:

3. Are the utilities/"Public Services Easements" proposed to be retained?

Yes No N/A

4. There is/ is not an entitlement request? If YES, Planning Entitlement No:

This abandonment is being requested of the City of Elk Grove. Please check the appropriate box below.

- We have no objection to the proposed abandonment
- We have no objection to the proposed abandonment provided the following conditions are met. (See comments below. Attach additional sheet if necessary)
- We do not approve (See comments below. Attach additional sheet if necessary)

Comments:

Representative Signature

Date

Title