



Public Street and Easement Summary Vacation

Engineering Services Division

1st Plan Submittal Checklist

Type of Vacation (street/sewer/storm drain/etc)	Street Name (if applicable)
Tract / Parcel Map / APN / Address	Date Submitted
Engineering/Land Surveying Firm	Submitted by
Phone Number	Email

INCOMPLETE SUBMITTAL PACKAGES WILL NOT BE ACCEPTED

A COMPLETE PUBLIC STREET AND EASEMENT SUMMARY VACATION SUBMITTAL PACKAGE INCLUDES:

Note: See "Public Street and Easement Summary Vacation Submittal Requirements" for specific details.

- 1) Plan Review Application Form.
- 2) Entitlement Application Form.
- 3) Processing Fee.
- 4) Letter of Authorization to sign (required for subject parcels owned by a corporation or partnership).
- 5) Public Street or Easement Summary Vacation legal description and exhibit map prepared and stamped by a person licensed to perform land surveying in the State of California.
- 6) Closure calculations with areas clearly identified (per "closed-traverse method," using metes and bounds from the legal description, and clearly displaying the closure error).
- 7) Full size copies of recorded documents and/or maps that created the public street or easement.
- 8) Copies of all record information referenced on the legal description.
- 9) Preliminary Title Report (no more than 60 days old) for the subject parcels.
- 10) County Assessor Maps for the subject parcels.
- 11) Conditions of Approval (if applicable).
- 12) Agency verifications/approvals.

Note: Additional items may be required to be submitted as the checking process continues.

____ Comments: _____

____ Submittal returned without review: _____

