

CITY OF ENCINITAS
505 SOUTH VULCAN AVENUE
ENCINITAS, CA 92024
(760) 633-2770

APPLICATION FORM FOR VACATION OF PUBLIC RIGHT-OF-WAY

Fee: 3,500.00 File No.: _____

Applicant: _____ Phone No.: _____

Address: _____

City: _____ State: _____ Zip: _____

Owner's Name: _____ State: _____

Address: _____

City: _____ State: _____ Zip: _____

Location of Proposed Vacation: _____

Assessor's Parcel No. _____

Related Projects: _____

Thomas Bros. Page: _____

1. List the names of all persons having a financial interest in the application:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

2. List the names of all persons having any ownership interest in the property involved.

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

3. Person is defined as “Any individual, firm, co-partnership, joint venture association, social club, fraternal organization, corporation, estate, trust receiver, syndicate, this and any other county, city and county, city municipality, district or other political subdivision, or any group of combination acting as a unit.”
4. Submit a legal description and plat, (on 8 ½” x 11” paper), describing and illustrating that portion of the public right-of-way to be vacated. Provide a traverse closure.
5. Applicants for projects requiring public hearings are responsible for providing up to date, accurate, and complete public notification materials to the City. Any errors and/or omissions in the packet of noticing information may invalidate the public hearing and result in additional cost and delays to the applicant.

The following information must be submitted to the City Engineering Department before a project can be placed on an agenda for hearing by the Planning Commission or City Council:

- *a. 11 x 17 inch (true scale) assessor maps with 500 foot radius from property boundaries indicated on the map. The subject property must be sufficiently highlighted and the radius drawn to scale. Reduced copies of maps are not acceptable.
 - b. Assessor property owner list.
 - c. Two (2) pre-addressed, postage stamped City envelopes for each assessor identified owner within a 500 foot radius of site and the subject property, including the assessor parcel number. Additionally, two (2) pre-addressed, postage stamped City envelopes must also be provided for surrounding cities and/or the County of San Diego, if property under their jurisdiction is within a 2,400 foot radius of site and subject property. The City will provide logo envelopes to the applicant; contact the Engineering Department at (760) 633-2779 to arrange to receive the envelopes.
- * Please note: If there are not at least twenty (20) individual property owners within the 500- foot radius, you must expand the radius to include at least twenty (20) individual property owners. The 500-foot radius will be used in most cases.

6. Submit a **title report** for the subject property **(it must be 30 days old or less), and have an attached plat showing all easements on the property.**

If you have any questions about the requirements as stated above, please call the City Engineering Department at (760) 633-2770. Thank you.

Signature of Applicant

Date

Print or Type Name of Applicant

Date