



City of South San Francisco
 Public Works Department
 Engineering Division
 315 Maple Avenue
 South San Francisco, CA 94080

PUBLIC EASEMENT VACATION REQUEST

General Information

A vacation (or quitclaim) is used to remove an easement from a property. Public easements may be vacated if they have not been used for their specified purpose for a certain number of years prior to this request or if they're being superseded by a new easement. The applicant will be required to obtain easement release letters from utility service providers if the easement is a public utility easement. For superseded easements, the new easement shall be dedicated before the existing easement is vacated.

Project Reference Address(es)/Name:	Assessor's Parcel Number(s).
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Applicant Name/Company:	Address:	Phone Number:
		Email:

Owner Name/Company:	Address:	Phone Number:
<input type="checkbox"/> Same as Above		Email:

Easement Purpose:	Dimensions or Area:	Reason for vacation:
<input type="checkbox"/> Access <input type="checkbox"/> Utilities <input type="checkbox"/> Other (describe):		

Follow **Summary Vacation** Procedure if any of the following conditions apply:

- For easements older than 5 years, the easement has not been used for its specified purpose for 5 consecutive years immediately preceding requested vacation.
- For easements existing less than 5 years, the easement has not been used for its specified purpose at least 1 year immediately preceding requested vacation.
- Easement has been superseded by relocation or is in excess of and there are no other public facilities located within the easement.

Owner Signatures

We, the undersigned, certify that we are the owners of the property described above or authorized agents on their behalf. We hereby submit this request for review and approval of the vacation of public easements described above.

Dated: _____	_____ Owner/Applicant (sign) _____ Name and Title (print)
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Required Submittal Items	
Please submit all plans and documents via digital PDF format for initial and subsequent submittals unless otherwise requested. All mapping descriptions and plats shall be prepared by a California Registered Civil Engineer, qualified to perform surveys, or a licensed Land Surveyor in the State of California.	
1	The Easement Vacation Request form filled out and signed.
2	Title Reports of all Parcels affected (current, within the past 90 days). Typically, digital title reports include links to all referenced Documents. If the title report references any documents that Staff cannot obtain through the title report, then copies of those documents shall be submitted by the applicant along with the title report.
3	Plat and legal descriptions with meets and bounds, prepared by a California Registered Civil Engineer, qualified to perform surveys, or a licensed Land Surveyor in the State of California, of the easements to be vacated if the easement is not being vacated in its entirety. In some cases, public easements cross property lines and may need portions of the easement to remain.
4	Fees and Deposits for staff time and land surveyor review costs. Payment acceptable by card or check payable to City of South San Francisco. Split payments are not accepted. Call 650-829-6652 or email EngDevelopment@ssf.net to confirm the fee and deposit.
Vacation Procedure	
1	Applicant submits: Vacation request, package, and payment to Engineering Division. Engineering will issue an E-number, upload documents, and route to the reviewer.
2	Engineering staff reviews and confirms all requirements for vacation are met.
3	<i>[Non-Summary Only]</i> Planning Commission determine that the proposed easement vacation is consistent with the City's general plan pursuant to Gov. Code section 65402. This would be noticed as a public hearing for the Planning Commission agenda.
4	<i>[Non-Summary Only]</i> City clerk sets a public hearing for the Council to consider the non-summary vacation. The notice must contain: <ul style="list-style-type: none"> • A description of the easement to be vacated and map showing its location • The time and place of the public hearing. The public hearing must be set out for at least 15 days. City clerk publishes the notice of the hearing. <ul style="list-style-type: none"> • Notice of the proposed vacation must be published for at least two successive weeks prior to the hearing in the newspaper. • A notice of vacation must be posted clearly along the line of the easement proposed to be vacated. The notices shall be posted not more than 300 feet apart, but at least three notices shall be posted. (May post at intersections if the proposed vacation is more than a mile long.)
5	City council conducts public hearing and makes finding that the easement is unnecessary for present or future public use, and adopts resolution.
6	Applicant or applicant's title company records the City's Vacation Resolution at the San Mateo County Recorder's Office.