

ABANDONMENT APPLICATION REQUIREMENTS

Abandonment Applications are submitted and processed through Site Improvement and Permitting section (SIPS). If you have questions regarding this process contact Jody Hashigami-Contreras (916-874-6455).

A complete abandonment submittal package consists of the following items (**incomplete submittals will not be accepted**):

1. **Petition:**

- **Road Right of Way and Pedestrian Abandonment** – 10 signatures required.

Petition shall include legibly printed first name, last name, and address information for the required 10 petitioners.

NOTE: The property owner must sign the petition. Name and address information on petition must be typed or legibly printed since this information will be utilized to meet legal requirements for mailing notices.

IF ANY NAME OR ADDRESS IS ILLEGIBLE, PETITION WILL NOT BE ACCEPTED.

2. **Abandonment Request Form:**

Provide contact information (Name, Address, Phone Number, etc.) for property owner and for applicant (if different from owner). Please provide background information for the right of way to be abandoned (i.e. when and how the right of way was established and reason(s) for the requested abandonment. Also, provide the following information:

- Has the right of way been superseded by relocation, thus termination would not cut off access to other property or terminate an easement?
- Has the right of way been impassable for vehicular travel for 5 consecutive years and no public funds were used to maintain the right of way for that period?
- Is the right of way of the street or highway in excess, or lies within the property of one owner without continuing through that owner's property or ending by touching another property owned by someone else?

3. **Letter to the Board of Supervisors** stating reason for proposed abandonment request and scope of proposed project—if applicable. (Direct this letter to: Honorable Board of Supervisors; 700 H Street, Ste 2450; Sacramento, CA 95814)

4. **Fees:** Check made out to County of Sacramento **\$2,761.55**

Explanation of fees:

- a. **\$1,867** (*abandonment fee established by the Board of Supervisors*)
- b. **\$726.00** (*\$686.00 for an environmental review exemption, and \$40.00 clerk – recorder filing fee*)
- c. **\$168.55** (I.T. Recovery Fee)

5. **Plot Plan: (Electronic copy of this document in Adobe pdf format is required)**

- a. Size to be 8 ½" X 11"
- b. Show all structures existing and/or proposed with dimension to property line. Show all existing easements, road right of way, etc.

6. **Legal Description & Plat:**
 - a. Legal description of proposed area to be abandoned (stamped and signed by a licensed land surveyor). **An electronic copy of this document in MS Word and in Adobe pdf format is required.**
 - b. Exhibit depicting property boundaries and area to be abandoned, per legal description (stamped and signed by a licensed land surveyor). **An electronic copy of this document in Adobe pdf format is required.**
 - c. Copy of document that dedicated ROW is required.
7. **Letters from all public utility purveyors:** i.e. gas, telephone, electric, and water (see attached list of utility purveyors).
 - Utility letters must state that the utility companies have no objection to the proposed abandonment.
 - Obtain consent letters from the Departments of Water Resources, Transportation, and the SASD and SRCSD Sewer Districts.
8. **Perfecting Title:** A Certificate of Compliance (lot line adjustment) may be necessary to perfect title.