



CITY OF MURRIETA VACATION SUBMITTAL APPLICATION

All Fields Required Unless Otherwise Noted

PROJECT NAME:	
PROJECT LEGAL DESCRIPTION:	
TRACT/PARCEL/MB NO.:	
NAME OF STREET / RIGHT OF WAY BEING VACATED:	
APN OF ADJACENT PROPERTY:	
OWNER:	
Name (Last, First)	
Title / Company	
Street Address	
City, State, Zip	
Phone / Cell	
Email	
CHECK ALL THAT APPLY:	APPLICANT DEVELOPER
Name (Last, First)	
Title / Company	
Street Address	
City, State, Zip	
Phone / Cell	
Email	
CHECK ALL THAT APPLY:	PAYEE BILLING CONTACT
Name (Last, First)	
Title / Company	
Street Address	
City, State, Zip	
Phone / Cell	
Email	
ENGINEER:	
Name (Last, First)	
Title / Company	
Street Address	
City, State, Zip	
Phone / Cell	
Email	
POINT OF CONTACT:	ONE person to serve as liaison on behalf of the owner/developer/engineer regarding plan check status inquiries.
Name (Last, First)	
Title / Company	
Street Address	
City, State, Zip	
Phone / Cell	
Email	

“AT RISK SUBMITTAL” Initial if City Planning Commission Approval (if applicable) has not been received or the submittal is NOT complete. _____

<h1>VACATION SUBMITTAL CHECKLIST</h1>	COMMERCIAL INDUSTRIAL RESIDENTIAL
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THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL

This Form	Identifying all items being submitted.
Transmittal Letter	From the Engineer or Surveyor of Work Identifying the Reason / Justification for the Vacation.
PLAT Description	Signed and Sealed by the Engineer or Surveyor of Work.
Legal Description	Metes and Bounds Legal Description, Signed and Sealed by the Engineer or Surveyor of Work.
Traverse Calculations	Signed and sealed by the Engineer or Surveyor of Work.
Policy of Title Insurance	(Issued Within 6 Months of Application) or Preliminary Title Report (Issued Within 30 Days of Application) .
Vesting Deeds for Each Parcel or Lot	
Copies of Vesting Deeds for Each Parcel or Lot	
Site Map and Reference Maps Showing Relationship of Right of Way to Be Vacated to Surrounding Parcels.	
Articles of Incorporation, Partnership Certificate(s) and Signature Authorizations if Other than Individuals.	
Fees	SEE CURRENT FEES SCHEDULE.
Misc. Reference Documents	Maps, Documents, Exhibits, Etc. as Applicable.

Applicable Codes: Street and Highways Code Sections 2381, 8300-8363 and Government Code Section 65402(a).

Definition: A street vacation is the closing up or abandonment of public right-of-way associated with streets, roads, alleys and highways. This requires City Council action, except for re-subdivision as covered below. These street vacation procedures do not apply to the quitclaim or vacation of a “public service easement” as defined in Streets and Highways Code Section 8306.

Upon filing of a re-subdivision map of the properties underlying the public streets, roads, etc. the vacation(s) can be accomplished on the map by their omission, (Subdivision Map Act – Sec. 66499.20 ½). An appropriate certification that vacation is the intent is usually required to be on the map. These procedures do not cover such vacations, although some of the same principals apply, such as:

A street vacation cannot take place if it would effectively cut off all access to a property.

I certify that I have read this application and state the above information is correct. I understand that the applicant is responsible for knowing and complying with governing policies and regulations applicable to the proposed permit.

I have the authority and grant City staff and advisory bodies the right to make copies of any plans submitted for review and permit processing for the duration of the project.

Signature - Only Wet or Digital Signature will be accepted.

Date