

## STREET VACATION PROCESS

1. Submit a request to Engineering Services, consisting of: an application, “8 ½ x 11” plat & legal “8 ½ x 11” vicinity map, and a \$1,200 processing fee. See the “Application” and “Plat & Legal” menu choices on the Engineering Services website.
2. Upon review of the application and preliminary approval by Engineering Services, the Real Property Section will make the determination if the request is a summary vacation or if it will require a public hearing. Please note: if a public hearing is required, 2-4 weeks (minimum) is added to the process time line. All street vacations must be authorized by the City Council.
3. Upon receipt of the application, Real Property will send written notifications of the proposed vacation to local utilities and City departments. Recipients will have 30 days to respond and notify the City of any conflicts. Reservation of public utilities easement language can be included in the Street Vacation in order to protect utilities in place and/or future interests desired by the utilities providers.
4. If the vacation can be done by summary vacation, Real Property will submit a Staff Report for consideration by the City Council. If the vacation requires a public hearing, the public hearing is set by City Council, to be held no sooner than 15 days following the initial proceeding.
5. If the vacation requires a public hearing, Real Property will post the vacation area with notices of the pending action at least two (2) week before the hearing.
6. If the vacation is authorized by the City Council, the vacation resolution will be recorded with the San Diego County Recorder’s Office.

PUBLIC WORKS DEPARTMENT  
ENGINEERING SERVICES DIVISION  
201 N. BROADWAY  
ESCONDIDO, CA 92025  
(760) 839-4651

**STREET VACATION APPLICATION**

Applicant's Name:	Applicant's Street Address:
Phone No.:	E-mail Address:
Project Name:	
Description of the area to be vacated:	
Reason for the vacation request:	
<b><i>Note: If additional space is necessary, please attach extra pages.</i></b>	

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

Please include the following with your application submittal: 8 ½ x 11" plat & legal, "8 ½ x 11" vicinity map, preliminary title report, and the \$1,200 processing fee.