

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:**

- **Easement Abandonment** (Public Utility, Light & Air, Setbacks, Etc.) – 5 signatures required
Petition shall include legibly printed first name, last name, and address information for the required 5 petitioners.

NOTE: The property owner must sign the petition. Name and address information on petition must be typed or legibly printed since this information is 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 easement to be abandoned (i.e. when and how the easement was established and reason(s) for the requested abandonment. Also, provide the following information:

- Has the easement been superseded by relocation, thus termination would not terminate an easement?
- Is the easement 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:

- **\$1,867** (*abandonment fee established by the Board of Supervisors*)
- **\$726.00** (*\$686.00 for an environmental review exemption, and \$40.00 clerk – recorder filing fee*)
- **\$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:**

- a. **Exhibit 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 Adobe pdf format is required.**
- b. **Exhibit B:** Plat depicting property boundaries and area to be abandoned per legal description (stamped and signed by a licensed land surveyor).
- c. Copy of document that dedicated easement to be abandoned 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, SASD and SRCSD Sewer Districts.



ABANDONMENT REQUEST FORM

Planning Control No.: Do not write in this space—for office use only

Project Name: Do not write in this space (for office use only)

Do not write in this space—for office use only
Community Area:

Do not write in this space—for office use only
Supervisor District:

Property Owner(s):

Enter names exactly as shown on deed

Property Owner(s) Phone No.(s):

Property Owner(s)

e-mail address(s):

Situs Address:

Assessors Parcel Number(s):

Identify all APN's impacted by the proposed abandonment

Point Of Contact Information:

Name:

Address:

Phone Number:

e-mail:

**ABANDONMENT
TYPE:**

☐ RIGHT-OF-WAY

☐ P.U.E.

☐ SEWER

☐ WATER LINE

☒ X

☐ DRAINAGE

☐ OTHER (DESCRIBE):

Describe Reason For Abandonment Request

**PUBLIC SERVICE EASEMENT
(GENERAL VACATION)**

To the Honorable Board of Supervisors
Of the County of Sacramento
State of California

We the undersigned freeholders of the County of Sacramento, State of California, being at least five in number, hereby petition the honorable Board of Supervisors of the County of Sacramento to abandon the hereinafter described easement under the provisions of Section 8320-8325 of the Streets and Highways Code of the State of California. At least one of the said freeholders are residents of the district wherein said county easement lies.

Said easement is described as follows: See Exhibit "A"

WHEREFORE, petitioners pray that the Honorable Board of Supervisors of the County of Sacramento, set a time and place for the hearing of this petition, and that notice be given of the date set for hearing as required by Section 8320 of the Streets and Highways Code of the States of California.

Dated: _____20____

1. _____ Name (Print Full Name)	_____
_____	Street Address
_____	_____
Signature	City State zip
2. _____ Name (Print Full Name)	_____
_____	Street Address
_____	_____
Signature	City State zip
3. _____ Name (Print Full Name)	_____
_____	Street Address
_____	_____
Signature	City State zip
4. _____ Name (Print Full Name)	_____
_____	Street Address
_____	_____
Signature	City State zip
5. _____ Name (Print Full Name)	_____
_____	Street Address
_____	_____
Signature	City State zip

LIST OF PUBLIC UTILITY COMPANIES

1. AT&T California
2700 Watt Ave., Room 3473-11
Sacramento, CA 95821
Attn: Andrea Galeste
Public Works Manager
(916) 606-3952
andrea.galeste@att.com
2. Pacific Gas and Electric Co.
2730 Gateway Oaks Drive, Ste 220
Sacramento, CA 95833
Attn: Ashley Van
(916) 207-4947
ashley.van@pge.com
3. Sacramento Municipal Utility District
Real Estate Services
MS K222
PO BOX 15830
SACRAMENTO, CA 95852-1830
Attn: Ellen Springer
Property Administrator
1-888-742-7683
ellen.springer@smud.org
4. Comcast
Planning/Design/Engineering
Steve Abelia
1242 National Drive
Sacramento, CA 95834
Phone: 1-800-266-2278
Fax (916) 830-6643
steve_abelia@cable.comcast.com
5. Zayo Group
Attn: Jeff Trumbull
2700 Merced Street, STE B
San Leandro, CA 94577
(925) 548-8535
jeff.trumbull@zayo.com
6. Frontier Communications
9260 E. Stockton Blvd.
Elk Grove, CA 95624
Greg Bordelon
Engineering Manager
916-691-5668
916-691-5600(f)
greg.bordelon@ftr.com
7. **Water Company** that serves the property.
If the property is served by Sacramento County Water Agency contact John Kern at
KernJ@saccounty.gov
8. Sewer
Eric Scholtz
ScholtzE@sacsewer.com
9. Department of Water Resources
Luis Rodriguez
rodriguezlu@saccounty.gov
10. SacDOT (required for ROW and IOD abandonments only)
Leslie Fung
FungL@saccounty.gov