

# 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- Has the right of way been superseded by relocation, thus termination would not cut off access to other property or terminate an easement?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.



# 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

# STREET OR HIGHWAY (GENERAL VACATION)

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

We the undersigned freeholder of the County of Sacramento, State of California, being at least ten in number, hereby petition the Honorable Board of Supervisor of the County of Sacramento to abandon the hereinafter described county highway, under the provision of Section 8320-8325 of the Streets and Highways Code of the State of California. That at least two of the said freeholders are residents of the road district wherein said county highway lies.

Said County highway is described as follows: See Exhibit "A"

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

Date: \_\_\_\_\_, 20\_\_\_\_\_

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1.	Name – Print or type full name	Street Address
	Signature	City                  State                  Zip Code
2.	Name – Print or type full name	Street Address
	Signature	City                  State                  Zip Code
3.	Name – Print or type full name	Street Address
	Signature	City                  State                  Zip Code
4.	Name – Print or type full name	Street Address
	Signature	City                  State                  Zip Code

5. \_\_\_\_\_  
Name – Print or type full name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                      State                      Zip Code

6. \_\_\_\_\_  
Name – Print or type full name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                      State                      Zip Code

7. \_\_\_\_\_  
Name – Print or type full name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                      State                      Zip Code

8. \_\_\_\_\_  
Name – Print or type full name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                      State                      Zip Code

9. \_\_\_\_\_  
Name – Print or type full name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                      State                      Zip Code

10. \_\_\_\_\_  
Name – Print or type full name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                      State                      Zip Code

## 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:KernJ@saccounty.gov)
8. Sewer  
Eric Scholtz  
[ScholtzE@sacsewer.com](mailto:ScholtzE@sacsewer.com)
9. Department of Water Resources  
Luis Rodriguez  
[rodriguezlu@saccounty.gov](mailto:rodriguezlu@saccounty.gov)
10. SacDOT (required for ROW and  
IOD abandonments only)  
Leslie Fung  
[FungL@saccounty.gov](mailto:FungL@saccounty.gov)