# PUBLIC RIGHT-OF-WAY VACATION APPLICATION

**For City Use**  
Dwg. No.:  
City ID:  
Received By:  
Date Submitted:  

**Submit this form to:**  
**In person:** Public Works Counter, City Hall, 1685 Main St, Rm 116, Santa Monica, CA 90401  
**Via email:** pwpermits@smgov.net  

**Questions?**  
Contact the Engineering and Street Services Division in person or via email (above) or by calling (310) 458-8737.  

## APPLICANT & CONTACT INFORMATION

### APPLICANT

Name:  
Organization:  
Address:  
City:  
State:  
ZIP:  
Email:  
Phone:  

### CONTACT PERSON

All correspondence will be sent to the Contact Person.  
☐ Same as Applicant (leave section below blank).  
Name:  
Organization:  
Address:  
City:  
State:  
ZIP:  
Email:  
Phone:  

### AREA PROPOSED TO BE VACATED

_________________________________________________________________________________  
_________________________________________________________________________________  
_________________________________________________________________________________  

### REASON FOR THE VACATION REQUEST

_________________________________________________________________________________  
_________________________________________________________________________________  
_________________________________________________________________________________  

**Note:** The information provided in this section will be used to evaluate the merit of your vacation request. Please be detailed. Attach additional sheets if necessary.
One (1) copy of the following documents are required as part of this application:

1. This application, completed and signed;
2. **Exhibit A:** A legal description prepared by a licensed land surveyor on 8.5” x 11” City title block describing the area proposed to be vacated.
3. **Exhibit B:** A plat map prepared by a licensed land surveyor on 8.5” x 11” City title block showing the area proposed to be vacated.
4. All documents referenced in Exhibits A and B (e.g., resolutions, tracts maps, etc. recorded with Los Angeles County)

An AutoCAD template of the City title block is available on the Civil Engineering website at [smgov.net/engineering](http://smgov.net/engineering).

A title report may be required during the plan check process if deemed necessary by your plan check engineer.

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**CERTIFICATION**

I declare under penalty of perjury (under the laws of the United States of America) that the information disclosed in this application is true and correct. I hereby authorize the Contact Person listed to make decisions as it pertains to this application.

__________________________________________________________________________  ______________
Applicant Signature (wet)   Date

__________________________________________________________________________
Print Name and Title