



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	<u>APPLICANT</u>
	Name: _____
	Organization: _____
	Address: _____
	City: _____ State: _____ ZIP: _____
	Email: _____
	Phone: _____
	<u>CONTACT PERSON</u>
	All correspondence will be sent to the Contact Person.
	<input type="checkbox"/> Same as Applicant (leave section below blank).
	Name: _____
	Organization: _____
Address: _____	
City: _____ State: _____ ZIP: _____	
Email: _____	
Phone: _____	
VACATION INFORMATION	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.

REQUIRED DOCUMENTS

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.

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

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