



DEPARTMENT OF PUBLIC WORKS
LAND & PROPERTY DEVELOPMENT DIVISION
1500 Warburton Avenue, Santa Clara, CA 95050

Phone : (408) 615-3000
Fax : (408) 985-7936
Email : engineering@santaclaraca.gov
Web : www.santaclaraca.gov

PETITION FOR VACATION (ABANDONMENT)
OF PUBLIC RIGHT-OF-WAY OR PUBLIC EASEMENT

The undersigned, _____,
(Print Name – Owner/Petitioner)

hereby requests approval of the vacation (abandonment) of: (check one)

a certain portion of the public right-of-way

a certain portion of a public easement

Type of Easement: _____
(Width and type of easement)

located at: _____
(Street Address, City, State, Zip Code)

Justification to support the requested vacation (abandonment): (add extra sheets if necessary)

Signature – Owner/Applicant

Date

Phone No. _____ Email _____

PROCEDURE FOR FILING

1. Fill out one copy of this form. If more space is needed, attach extra sheets.
2. Submit the following to the City of Santa Clara, Department of Public Works, Land and Property Development Division, 1500 Warburton Avenue, Santa Clara, California 95050 [(a), (b) and (d) can be emailed to engineering@santaclaraca.gov]:
 - a. Completed and signed petition.
 - b. A dimensioned site plan showing vacation (abandonment).
 - c. **Non-Refundable** filing fee - contact Land and Property Development Division at (408) 615-3000 for the filing fee amount.
 - d. For public utility easement vacation request or public right of way vacation without reserving as public utility easement request, letters of approval from PG&E and AT&T are required, to be obtained by the applicant and submitted to the Land and Property Development Division.

UPON SUBMITTAL OF THE (a) PETITION, (b) SITE PLAN, (c) FEE AND (d) ANY NECESSARY CLEARANCES FROM UTILITIES, THE VACATION REQUEST WILL BE FORWARDED TO THE CITY COUNCIL IN THE FORM OF A RESOLUTION OF VACATION.

FOR CITY USE ONLY

Receipt No.: _____

SC No.: _____