

**CITY OF OCEANSIDE  
EASEMENT VACATION PROCEDURE**

Applicant shall submit the following items when requesting the vacation of a public street and/or easement:

1. Completed "Application Requesting Vacation of Easement" form, (attached).
2. Provide detail reason as to why the Easement should be vacated.
3. A legal description of the area proposed to be vacated. The legal description must be stamped by a licensed Civil Engineer and marked Exhibit "A".
4. A plat map of the proposed vacation area. The plat map must be 8.5" x 11", to scale, wet stamped by a licensed Civil Engineer and marked Exhibit "B". Please use City standard sheet available by e-mailing to Engineering Front Desk staff at [engineeringstaff@ci.oceanside.ca.us](mailto:engineeringstaff@ci.oceanside.ca.us). *(A sample of an acceptable layout is attached).*
5. Letters from San Diego Gas and Electric Company, Pacific Bell, and Cox Cable Services indicating any interest they may have in the proposed area(s) to be vacated. Reservation of easements requested by any of these companies must be shown on the 8.5" x 11" plat. The letter should include a sketch of the area to be reserved (when applicable).
6. Completed and signed Environmental Review Request and Environmental Information Form (When Applicable).
7. Receipt(s) showing payment of processing fees per current fee schedule.
8. Assessors Map: Copy of the most recent assessors map book page(s) covering the entire site and adjoining properties.
9. Copies of all supporting documents that are referenced in the exhibit "B" such as, any Final Map, Parcel Map, Record of Survey, Deed, Easements, Etc.
10. If the easement was granted to the City by a separate document attach a copy of recorded document.
11. Signature Authorization Letter: Official letter that proves the person has the legal authority to sign all documents. See the attached instruction for the signatories of City documents.

**Please see the reverse side**

12. Pictures taken from different directions of the easement proposed to be vacated.

An easement vacation application is judged complete when the City receives all the information requested above. Return the application package to the Public Works Department, Engineering Division, City Hall South building, 1<sup>st</sup> Floor. The entire process takes approximately 16-20 weeks.

It is important that the applicant, or his authorized agent, be present during the City Council's consideration of the request and any required public hearings. Failure to attend may result in delay or denial of the request. Our office will notify you when such considerations or hearings are scheduled.

**All the forms and sample plans are available by sending request to Engineering Front Counter Staff at:  
*engineeringstaff@ci.oceanside.ca.us.***