

**RIGHT-OF-WAY VACATION APPLICATION**  
**CITY OF OCEANSIDE**  
**ENGINEERING DIVISION**

**COMPLETE THE INFORMATION BELOW**

Project Address/Location:	APN:
Owner Name:	Phone:
Owner(s) Signature: (Must be authorized to sign for owner)	Cell:
Mailing Address:	Fax:
City/State/Zip	E-Mail:
Detailed description of vacation area;	
Please state why the right-of-way should be vacated;	
Are there existing facilities in the right-of-way? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will you be relocating facilities currently existing within the right-of-way to be vacated? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there any existing easement(s) overlapping the proposed right-of-way area to be vacated? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If the answer is yes to the above question, please attach copy of recorded document(s) and provide clearance/approval letter from all easement holder(s).	
If the right-of-way to be vacated was granted to the City by separate document, please attach copy of the recorded document.	
Is this vacation associated with a project? Yes <input type="checkbox"/> No <input type="checkbox"/> List Project File No: _____	
Attach a copy of approved Environmental Information Form and Review Request or Exemption. Use back of the application or attach additional sheets if needed.	

**ENGINEER/SURVEYOR INFORMATION IS REQUIRED-PLEASE COMPLETE**

Applicant (If different from owner)	Phone:
Applicant Signature: (Must be authorized to sign for owner)	Cell:
Mailing Address:	Fax:
City/State/Zip	E-Mail:
Surveyor/Engineer/Company:	Phone:
Contact Person (If different from above)	Cell:
Mailing Address:	Fax:
City/State/Zip	E-Mail:

<b>Submittal Check List:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Right-of-way Vacation Application</li><li><input type="checkbox"/> Assessor's Map</li><li><input type="checkbox"/> Preliminary Title Report (including opinion)</li><li><input type="checkbox"/> Environmental Information Form (Planning)</li><li><input type="checkbox"/> Environmental Review Request (Planning)</li><li><input type="checkbox"/> Clearance Letter from Utility Companies</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Supporting Deeds/Reference Maps</li><li><input type="checkbox"/> Site Map (Include Existing Roads &amp; Utilities) 8 copies</li><li><input type="checkbox"/> Plat Map, Legal Description (Exhibit A &amp; B) 8 copies.</li><li><input type="checkbox"/> Traverse Closure</li><li><input type="checkbox"/> Pictures of the area</li><li><input type="checkbox"/> Copy of deed granting right-of-way to the City</li><li><input type="checkbox"/> Conditions of Approval</li></ul>
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<b>Vacation Fee \$</b> _____	Plan Checker: _____	Received By: _____	<b>Permit No:</b> _____
Paid <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Submitted: _____	<b>ROWV</b>

**NOTE:** The legal owner(s) of the parcel involved will be responsible for the accuracy of all information submitted in connection with this application. By accepting the application, the City of Oceanside, its officers, boards, commissioners, employees, agents and representatives, make no warranties, expressed or implied, that the application for easement dedication will be approved.

**The review fees are non-refundable.**

**Incomplete submittal will not be reviewed and will be sent back to the applicant.**