CITY OF OCEANSIDE
STREET VACATION INSTRUCTION

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

1. Completed "Application Requesting Vacation of Right-of-Way " form, (attached). Please answer all questions. If you need more room use back of the form or attach additional sheets.

2. Provide detail reason as to why the Right-Of-Way should be vacated.

3. A legal description of the vacation being proposed. 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 contacting Engineering Division Front Counter Staff at (760)435-5097 or e-mail **engineeringsatf@ci.oceanside.ca.us** (A sample of an acceptable layout is attached).

5. A Site Map of the area extending 100 feet on each direction of the proposed vacation area on 8.5"X11" sheet, to scale. Please show all existing features above and under ground such as road improvement, utilities, curb, trees, etc.

6. Letters from San Diego Gas and Electric Company, Pacific Bell, and Cox Cable Services (or any utility company active in the area) 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).

7. Environmental Review: All street vacation request are subject to environmental review by Planning Department. Street Vacation is commonly associated with a development of a project. The Environmental Review Request and Environmental Information Form are processed by Planning Department and as part of their review they will determine if a project is exempt or is subject to Environmental Review.

   A- If a vacation is associated with a project please attach copy of Environmental Review Request, Environmental Information Form or Environmental review Exemption that has already been reviewed and processed by Planning and copy of receipt for payment of associated fees.

   B- If a Street Vacation Request is submitted to Engineering prior to submittal of a Project Development application to Planning, then the Applicant needs to:

      1- Submit Environmental Review Request and Environmental Information Form for Street Vacation for initial review
      2- Pay the fee for Environmental Review. Additional fees may apply if the project needs a full environmental review per CEQA requirement.

8. Receipt(s) showing payment of processing fees based on the current fees.

9. Title reports on all properties that would be affected by the vacation and an opinion of the Title Company as to which property(ies) the vacated right-of-way will revert to. The report cannot be dated more than 60 days prior to the date the City receives a complete vacation request application.

10. Assessors Map: Copy of the most recent Assessors Map book page(s) covering the entire site and adjoining properties.

11. 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.

12. If the right-of-way was granted to the City by a separate document attach a copy of recorded document.

13. Pictures taken from different directions of the proposed street to be vacated.

A street 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, 1st Floor, City Hall South Building. The 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 contacting Engineering Division Front Counter Staff at (760)435-5097 or E-mail to engineeringstaff@ci.oceanside.ca.us.