



## **SUBMITTAL REQUIREMENTS FOR VACATION OF DEDICATED PUBLIC RIGHT-OF-WAY**

Review the attached policy prior to submitting the following items:

1. Letter requesting vacation from all abutting property owners.
2. Current title report from all abutting property owners.
3. Map showing area to be vacated (8-1/2" x 11", including vicinity map).
4. Legal description of area to be vacated.
5. Map clearly showing all lots within one block of vacation with owners' names.
6. List of names and addresses of all property owners within one block of vacation.
7. Vacated public right-of-way is to be physically closed within six months of adoption of Council Resolution of Vacation.\* The applicant shall submit:
  - A. Statement of how the closure shall be secured (C of O, bond, deposit).
  - B. Statement or plan showing what construction will be required to implement the closure.
8. Fee per current fee schedule (non-refundable).
9. Current County Filing Fee (Optional: Should be submitted if the issue may be challenged within a six month period).

\* If the physical closure of the right-of-way is not completed within the time period, the vacation resolution will be null and invalid.

POLICY RELATING TO VACATION OF ALLEYS  
Adopted by City Council  
June 8, 1971  
(Revised February 7, 1973)

In general, no alley in the City of Corona shall be considered for vacation by the City Council unless all of the following requirements are met:

1. Consent to such vacation shall have been given in writing by all abutting property owners.
2. No dead-end alley shall be created as a result of the vacation (i.e., if the E-W alley is already vacated, entire length of the N-S alley must be vacated).
3. Police and Fire Departments must have no objection to such vacation.
4. No protests on such vacation shall have been received.

In the resolution vacating an alley, ten (10) foot easements for each existing utility shall be reserved unless the requesting party makes arrangements satisfactory to the affected utility for the removal of such utility from the alley. The reserved easements shall specifically prohibit the construction of encroachments in the form of fences, structures, or otherwise, which will interfere with the purpose of the easements, its use and the maintenance and repair and enlargement of its use.

## PROCEDURE FOR VACATION OF DEDICATED PUBLIC RIGHT-OF-WAY

Location: \_\_\_\_\_ File # \_\_\_\_\_

Prepared by: \_\_\_\_\_

### 1. Request Received.

Date: \_\_\_\_\_

- A. Do letters represent all abutting property owners? Yes \_\_\_\_\_ No \_\_\_\_\_
- B. Are title reports current? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is it a dedicated right-of-way? Yes \_\_\_\_\_ No \_\_\_\_\_  
(if City owns fee title, property cannot be vacated)
- C. Does the map correctly show the area to be vacated? Yes \_\_\_\_\_ No \_\_\_\_\_
- D. Is legal description enclosed? Yes \_\_\_\_\_ No \_\_\_\_\_
- E. Is the list of adjacent property owners complete? Yes \_\_\_\_\_ No \_\_\_\_\_
- F. Payment of fee enclosed? Amount \$ \_\_\_\_\_
- G. Payment for environmental filing, if requested? Amount \$ \_\_\_\_\_
- H. Does the "to be vacated" R/W need to be physically closed? Yes \_\_\_\_\_ No \_\_\_\_\_  
Will this construction be secured by:
1. Condition of Occupancy Permit Yes \_\_\_\_\_ No \_\_\_\_\_
  2. Bond or Deposit Yes \_\_\_\_\_ No \_\_\_\_\_
    - a. Remove existing alley approach & const. C&G
    - b. Fence off remaining travel way from vacated portion of R/W

### 2. Description of Area.

- A. Is legal description correct? Yes \_\_\_\_\_ No \_\_\_\_\_
- B. Are public utility easements required? Yes \_\_\_\_\_ No \_\_\_\_\_  
(see comments below)
- C. Is location map for Council exhibit clear? Yes \_\_\_\_\_ No \_\_\_\_\_  
(NOTE: If vacation is proposed as a result of new subdivisions, the above-mentioned date is to be prepared and signed by the developer's engineer).
- D. Type of vacation:  
Summary – if R/W is not part of established travel or has been relocated Yes \_\_\_\_\_ No \_\_\_\_\_  
Full Vacation – if R/W is paved travel path, and must be signed or physically closed Yes \_\_\_\_\_ No \_\_\_\_\_

3. **Send copy of map and legal to other departments for consent.**

<u>To</u>	<u>Date Sent</u>	<u>Date Returned</u>	<u>Comments</u>
A. Fire Dept.	_____	_____	_____
B. Police Dept.	_____	_____	_____
C. PW Counter	_____	_____	_____
D. Planning Dept.	_____	_____	_____
E. Traffic Section	_____	_____	_____

4. **Mail letters (with exhibits) to public utilities.**

<u>To</u>	<u>Date Sent</u>	<u>Date Returned</u>	<u>Comments</u>
A. So. CA Edison	_____	_____	_____
B. So. CA Gas	_____	_____	_____
C. Pacific Telephone	_____	_____	_____
D. Continental Cable	_____	_____	_____
E. Temescal Water Co.	_____	_____	_____
F. AT & T	_____	_____	_____
G. Western Waste	_____	_____	_____
H. Other	_____	_____	_____

5. **Prepare Environmental Finding.**

- A. Notice of Exemption Yes \_\_\_\_\_ No \_\_\_\_\_  
 Prepare Preliminary Exemption Assessment & Notice of Exemption if there are no impacts to the environment.  
 ( No filing required if no impacts) Retain all required easements.
- B. EIA and Negative Declaration Yes \_\_\_\_\_ No \_\_\_\_\_  
 Prepare EIA and Negative Declaration Finding if there are impacts that can be mitigated. Retain all required easements.
- C. EIR Yes \_\_\_\_\_ No \_\_\_\_\_  
 Submit to Planning for EIR Finding when there are impacts (one or more) that cannot be mitigated.

6. **Send original environmental documents and one copy to City Clerk for processing.**  
 (Must be processed \_\_\_\_\_ weeks prior to Council date for Resolution of Intent)

Date Sent: \_\_\_\_\_

7. ( )  
following environmental documents. Date: \_\_\_\_\_

- Original letter of request
- Legal description and map
- Copy of payment receipt
- 2 copies of Environmental Finding
- Additional letters or reports
- Copy of fee deposit

**NOTE:** Request draft copy of Resolution of Intent to Vacate for review of easements retained and/or legal description.

8. **Send copy of signed environmental documents to Library.** Date: \_\_\_\_\_

9. **Prepare Request for Council Action on the "Resolution of Intent."** (If summary vacation go to Item 12)

Obtain date of Council Action from City Clerk. She will schedule the Council date for the Negative Declaration. The Resolution of Intent should go to the same Council meeting.

Date of Council Meeting: \_\_\_\_\_

Date Memo to Council prepared: \_\_\_\_\_

Prepare Claim Form for RCFCD and process for check, to be prepared on Friday after Council date, if requested.

10. **Posting (City Clerk to furnish notice).**

Prepare plaques: Date: \_\_\_\_\_

Post notice in field: Date: \_\_\_\_\_

A. Bonds or deposit posted to secure required construction on vacated R/W (per 1.G.2)

11. **Check with City Clerk that the Resolution of Vacation is on posted Council meeting.**

Resolution No. \_\_\_\_\_

12. **Prepare Request for Council Action on "Summary Vacation."**

13. **Upon completion of Council Action:**

A. Post in counter book (Res. No. \_\_\_\_\_) Date: \_\_\_\_\_

B. Notify City Yard (copy of resolution and map) Date: \_\_\_\_\_

C. File: 15.11 Street (alphabetically by street)

15.13 Alley (East/West)

15.13 Alley (North/South)

(copies in subdivision file, if any)

D. Send copy of Resolution to Special Projects Date: \_\_\_\_\_

**KEEP SEPARATE FILE FOLDER FOR EACH VACATION PROCEDURE**