



Public Works Department • 500 Castro Street • Mountain View, California 94041
650-903-6311 • FAX 650-962-8503
www.mountainview.gov/

Application for Right of Way or Easement Vacation

Owner Name: _____

Contact Name and Phone (if different than Owner): _____

Project Address: _____

Owner's Address: _____ Telephone: _____

City/State: _____ Zip _____

General Description of Property/Area to be Vacated: _____

Reason for Requesting Right of Way or Easement Vacation: _____

PRELIMINARY STAFF REVIEW OF APPLICATION: Staff will notify applicant of the appropriateness of the application within 30 days of submittal. Only those applications which are found appropriate will be processed.

Following a preliminary staff review and determination that the request for vacation or abandonment is appropriate, all of the following items must be submitted for processing to be considered a complete application:

1. Processing Fee - receipt must be submitted to the Public Works Department
2. Submittal Package - See "Submittal Requirements" on attachment.

AFFIDAVIT/SIGNATURE(S):

The undersigned person(s), having an interest in the above-described property, hereby make this Application in accordance with the provisions of the City of Mountain View Municipal Code; and hereby certify that the information given herein is true and correct to the best of my/our knowledge and belief.

Owner's Signature

Date

OFFICE USE ONLY

Completeness Letter: _____	
Fee Paid: _____	Receipt No. _____
Legal Description Submitted: _____	Final Action: _____



Right of Way or Easement Vacation Submittal Requirements

Applicant Information

1. All submittals and fees shall be made to the Public Works Department.
2. A representative reviews the submittal for the required information and completeness. The applicant will be notified after the submittal has been checked. The applicant shall cause corrections and revisions to be made, and resubmit the application for verification.
3. Applicant must notify all utility companies of vacation and obtain written approval (i.e. Clearance Letters). See sample letter to be sent to utility companies.
4. All submittals must be completed and acceptable to the City Engineer prior to City Council approval.
5. Staff schedules the vacation/abandonment for City Council approval. (Resolution must be recorded)
6. Once City Council approves vacation the actual transfer of property is completed by a quitclaim deed, prepared by the City.
7. If applicable, the applicant must submit a Lot Line Adjustment (LLA) application, required documents, and fees to merge the lots (see Lot Line Adjustment application).
8. The vacation documents (quitclaim deed, legal description & plat) and LLA, if applicable, will be sent to the Santa Clara County Recorder's Office for recordation.

Submittal Documents

1. Processing Fee
2. The original application completed and signed by the owner.
3. Utility clearance letters
4. Plat and Legal Description and associated documents. See City's Legal Description and Plat Requirements.
5. Submittal of Lot Line Adjustment application requirements if submitting vacation of excess right-of-way.
6. Any other information deemed reasonable and necessary by the City Engineer.

UTILITY CLEARANCE LETTER OF REQUEST (SAMPLE)

Date

Engineering Firm/Owner's Name
Street Address
Your City, CA Zip Code
Phone Number

A LETTER SHOULD BE SENT TO EACH OF THE FOLLOWING

Pacific Gas and Electric Company - Land Services
111 Almaden Blvd., Room 814
San Jose, CA 95115
(408) 282-7347 or (408) 282-7534

Comcast
1900 South Tenth Street
San Jose, CA 95112
(408) 918-3230

AT&T
directed to
870 N. McCarthy Blvd., 1st Floor
Milpitas, CA 95035
(408) 635-8879

All Respective Fiber Carriers (See PWD)

*** NOTE: Call each office to ensure letter is to appropriate department or personnel.**

Subject: XXX Address - Consent for (Street/Easement Vacation) Assessor's Parcel Number _____

Dear _____:

As the owner/owner's representative of the property located at _____, I am applying to the City of Mountain View for the: (**applicant: choose one of the two choices below**)

Vacation of _____ Street/Road/Avenue/Blvd, located between _____ and _____ Street/Rd/Avenue/Blvd (or near address locations).

OR

Easement abandonment of an existing (PSE/PUE) located on the (easterly/northerly/etc.) portion of the subject property.

The City of Mountain View, Public Works Land Development, has conducted a preliminary review and supports the (street vacation/easement abandonment). One of the City's requirements is the written consent of your (company/Division) to (vacate the street right-of-way/easement). (That consent may be conditional if an easement is to be retained. If an easement is to be retained or reserved, please indicate so that a separate instrument may be executed prior to vacation of the right-of-way or reserved on the vacation documents.)

Attached for your reference are the following:

- Assessor's Map for Parcel Number(s) XXX-XX-XXX
- Copy of the Parcel/Tract Map proposed
- Plat of the property showing the easement/right-of-way to be vacated
- Legal description of the easement or right-of-way.

I can be reached at (408) XXX-XXXX if you should have any questions or comments.

Sincerely,

Owner/Engineer/Surveyor