



Street Vacation Application

Community Development Department
Engineering and Surveying Division
981 H Street, Suite 110
Crescent City, CA 95531
707-464-7229

Streets and Highways Code § 8308:

"Street" and "highway" include all or part of, or any right in, a state highway or other public highway, road, street, avenue, alley, lane, driveway, place, court, trail, or other public right-of-way or easement, or purported public street or highway, and rights connect therewith, including, but limited to, restrictions of access or abutters' rights, sloping easements, or other incidents to a street or highway.

APPLICANT'S CONTACT INFORMATION			
Name(s):			
Mailing Address:			
Landline/Cell/Fax:			

AGENT'S CONTACT INFORMATION			
Name(s):			
Mailing Address:			
Landline/Cell/Fax:			

PROPOSED VACATION STREET INFORMATION			
APN:		Land Area:	
Street Name or Location:			
Project Limits:	Beginning:		
	End:		
Existing Use of Property:			

PROPERTY BENEFITTING FROM PROPOSED VACATION			
APN:		Parcel Size:	
Site Address:			
Existing Use of Property:			

PROPERTY BENEFITTING FROM PROPOSED VACATION			
APN:		Parcel Size:	
Site Address:			
Existing Use of Property:			

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APN:		Parcel Size:	
Site Address:			
Existing Use of Property:			

PROPERTY BENEFITTING FROM PROPOSED VACATION			
APN:		Parcel Size:	
Site Address:			
Existing Use of Property:			

VACATION REQUEST	
Request:	
Reason for Request:	
Public Benefit:	

COMMON CONDITIONS OF PROJECT APPROVAL
Is the requesting party willing to obtain a preliminary title report for the land associated with the proposed vacation?
Is the requesting party willing to obtain an appraisal, from a qualified appraiser, for the land associated with the proposed vacation?
Is the requesting party willing to pay fair market value for the land associated with the proposed vacation?
Is the requesting party willing to have deeds prepared for the land associated with the proposed vacation?

DISCUSSION QUESTIONS

County staff will consider the following questions. Please provide any relevant information.

Is the street or public service easement needed for present or prospective public use?	
	SHC § 8324(b)
Is the street or public service easement needed for orderly development?	
Would the vacation be consistent with the County's General Plan?	
	SHC § 8313 and GOV § 65402
Will granting the vacation impair or eliminate public access to properties or create landlocked parcels?	
Could the street be used as a nonmotorized transportation facility?	
	SHC § 8314 and SHC § 892

Petition to Vacate

Date: _____

We, the undersigned freeholders of the County of Del Norte, State of California, being at least five/ten in number, hereby petition the Board of Supervisors of the County of Del Norte to vacate

In the County of Del Norte, under the provisions of § 8300 et seq of the Streets and Highways Code of the State of California.

WHEREFORE, the petitioners requests that the Board of Supervisors of the County of Del Norte, set a time and place for the hearing of this petition, and that notice be given of the date set for hearing as required by § 8320 of the Streets and Highways Code of the State of California.

INITIAL PETITIONER		
Name:	Address:	Phone:

FREEHOLDER OF TOWNSHIP		
Name:	Address:	Phone:

Streets and Highways Code §8321(b): Five or more freeholders may petition the board of supervisors to **VACATE A PUBLIC SERVICE EASEMENT** under this chapter. At least one of the petitioners shall be a resident of the township in which the public service easement proposed to be vacated is situated.

FREEHOLDERS OF ROAD DISTRICT		
Name:	Address:	Phone:

Streets and Highways Code §8321(a): Ten or more freeholders may petition the board of supervisors to **VACATE A STREET OR HIGHWAY** under this chapter. At least two of the petitioners shall be residents of the road district in which some part of the street or highway proposed to be vacated is situated and shall be taxable therein for street or highway purposes.

FREEHOLDERS		
Name:	Address:	Phone:

Definitions for Petition to Vacate

Freeholder

A property owner within the County of Del Norte.

Freeholder of the Township

A property owner of a piece of property located in both the County of Del Norte and the township (township/range/section) of the public service easement vacation.

Freeholder of the Road District

A property owner of a piece of property located in both the County of Del Norte and the road district of the street vacation. The County of Del Norte does not have road districts therefore any property owner within the County of Del Norte is a Freeholder of the Road District.

Utility Service Providers

The applicant shall obtain written documentation from all utility service providers that could have an interest in the vacation. The written documentation from each utility service provider typically includes one of the following statements:

1. The [UTILITY SERVICE PROVIDER'S NAME] has reviewed the proposed [STREET NAME] street vacation area from [TERMINI 1] to [TERMINI 2] and does not object to the proposed vacation.
2. The [UTILITY SERVICE PROVIDER'S NAME] has reviewed the proposed [STREET NAME] street vacation area from [TERMINI 1] to [TERMINI 2] and objects in its entirety to the proposed vacation.
3. The [UTILITY SERVICE PROVIDER'S NAME] has reviewed the proposed [STREET NAME] street vacation area from [TERMINI 1] to [TERMINI 2] and requests the following condition(s) of street vacation approval be considered [INSERT REQUEST(S)] which would allow the [UTILITY SERVICE PROVIDER'S NAME] to not object to the proposed vacation.

The application will not be considered complete until letters have been submitted to County from all potentially affected utility service providers.

Community Services Districts

- ☐ Bertsch Ocean View
- ☐ Big Rock
- ☐ Church Tree
- ☐ Gasquet
- ☐ Hussey Ranch Community
- ☐ Hunter Valley
- ☐ Klamath
- ☐ Meadowbrook Acres
- ☐ Redwood Park
- ☐ Smith River

** Contact the Elections Clerk at 707-465-0383 for current CSD contact information.*

Public Agencies

- ☐ City of Crescent City
377 J Street
Crescent City, CA 95531
707-464-7483
- ☐ County Service Area No. 1
981 H Street, Suite 110
Crescent City, CA 95531
707-464-7229

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Tribes

- ☐ Elk Valley Rancheria
2332 Howland Hill Road
Crescent City, CA 95531
707-464-4680
- ☐ Pulikla Tribe of Yurok People
PO Box 529
Klamath, CA 95548
707-482-2431
- ☐ Tolowa Dee-ni Nation
140 Rowdy Creek Road
Smith River, CA 95567
707-487-9255
- ☐ Yurok Tribe
190 Klamath Boulevard
Klamath, CA 95548
707-482-1350

Utility Companies

- ☐ Spectrum
1266 Northcrest Drive
Crescent City, CA 95531
541-613-2985
- ☐ Frontier Communications
1155 Burtschell Street
Crescent City, CA 95531
707-951-2706
- ☐ Pacific Power
1054 Northcrest Drive
Crescent City, CA 95531
707-465-7402

CHECKLIST OF REQUIRED DOCUMENTS	
Street Vacation Application	
Petition to Vacate	
Written Documentation from Utility Service Providers	
Assessor's Parcel Map	
Assessor's Parcel Map (with proposed vacation defined)	
Plot Plan of Proposed Vacation (showing any public/private improvements)	
Deeds for All Properties Benefitting from Proposed Vacation	
Planning Division - CEQA Fee	
Engineering and Surveying Division - Road Vacation Fee	
Board of Supervisors - Public Hearing Fee	

APPLICATION

I hereby make application for the above-referenced vacation and certify that this application, other documents and exhibits submitted are true and correct to the best of my knowledge and belief. I also certify that I am a benefitting property owner or have attached a benefitting property owner's written consent to file this application. If more than one, attach consent letter for each property owner. If owner refuses or is unable to sign, provide copy of lease, title report, or other documentation. I understand that verification of property ownership or interest in the property or application may be required.

Signature:	
Name:	
Date:	

APPLICATION FEES

Fee:	Fee Due:	Receipt #:	Date:	Paid \$:
CEQA Initial Study				
Road Vacation				
Public Hearing				

NOTES

[illegible]

Tentative Vacation Process

Application Due Date

Applications are due by the monthly Environmental Review Committee (ERC) application cutoff date.

Application Status

The ERC determines at their meeting the following month if the application status is complete/incomplete/continued. A complete application status allows the application to continue through the process.

CEQA Determination

At the same ERC meeting the application is determined to be complete, the appropriate approach to complying with the California Environmental Quality Act (CEQA) is determined. The anticipated recommendation from the ERC is either (1) recommend the Board of Supervisors file a CEQA Notice of Exemption in the Del Norte County Clerk-Recorder's Office, or (2) determine the application is subject to CEQA, afford local tribes the opportunity to participate in consultation regarding tribal cultural resources in accordance with Assembly Bill 52 (Chapter 532, Statutes 2014), and subsequently prepare, circulate, and present a CEQA document for consideration by the Planning Commission and subsequent determination by the Board of Supervisors.

Coastal Development Permit

If the vacation is located within the California Coastal Zone a coastal development permit must be secured for the development (i.e., street vacation) to occur.

Conditions of Vacation Approval (if CEQA Notice of Exemption is anticipated)

At the same ERC meeting the application is determined to be complete and the recommendation that a Notice of Exemption be filed, a recommendation of approval or denial of the application is made, and a list of recommended conditions of vacation approval is generated by the ERC for consideration by the Planning Commission at their upcoming meeting if the ERC is recommending approval.

Conditions of Vacation Approval (if CEQA document is prepared and circulated)

The vacation returns to the ERC once tribal cultural resources obligations in accordance with AB 52 have been determined to be satisfied by the Planning Division and the CEQA document has been prepared and circulated. A recommendation of approval or denial of the application is made and a list of recommended conditions of approval is generated by the ERC for consideration by the Planning Commission at their upcoming meeting if the ERC is recommending approval.

Staff Report

Staff prepares a Staff Report for the Planning Commission either recommending approval or denial of the vacation based on findings, consistency with the County's General Plan, and the ERC's recommended conditions of vacation approval.

Planning Commission

The Planning Commission determines whether to recommend that the Board of Supervisors either approve or deny the vacation. The Planning Commission's recommendation is based on findings, consistency with the County's General Plan, and recommended conditions of vacation approval.

Public Hearing Request

Staff requests that the Board of Supervisors, by Board Order, direct staff to publish, post, and mail a Street Vacation Public Hearing Notice.

Board Report

Staff prepares a Board Report for the Board of Supervisors either recommending approval or denial of the vacation. The Board Report generally includes the recommendation made to the Planning Commission, a reference to the recommendation made by the Planning Commission either supporting approval or denial of the vacation, and additional information that would assist the Board of Supervisors in making an informed decision.

Board of Supervisors

The Board of Supervisors holds a public hearing regarding the vacation request to determine whether to approve or deny the vacation. If the Board of Supervisors approves the vacation they will adopt findings, make a CEQA determination, and determine the conditions of approval. If approved, a resolution of vacation, subject to County Counsel approval, is prepared and recorded upon the completion of all of the conditions of vacation approval.

Meeting Dates:

- ERC Monthly Application Cutoff: The Wednesday two weeks prior to the 1st Wednesday of the subsequent month.
- ERC Field Review: The Friday two weeks prior to the 1st Wednesday of the subsequent month.
- ERC Office Meeting: The 1st Thursday following the 1st Wednesday of the month.
- Planning Commission Meeting: The 1st Wednesday of the month.
- Board of Supervisors Meeting: The 2nd and 4th Tuesday of the month.