



2729 Prospect Park Drive, Rancho Cordova, CA 95670  
(916) 851-8710 Fax: (916) 851-8787 [www.cityofranchocordova.org](http://www.cityofranchocordova.org)

## ABANDONMENT APPLICATION REQUIREMENTS

1. Petition
  - a. Road right of way, I.O.D., or pedestrian abandonment – 10 signatures required
  - b. Easement abandonment (public utility, light & air, setbacks, or drainage - 5 signatures required)

**NOTE: THE PROPERTY OWNER MUST SIGN THE PETITION. TYPED OR LEGIBLY PRINTED NAMES AND ADDRESSES (IN ADDITION TO SIGNATURES) ARE REQUIRED IN ORDER TO MEET LEGAL REQUIREMENTS FOR MAILING NOTICES.**

*(a) Ten or more freeholders may petition the City Council 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.*

*(b) Five or more freeholders may petition the City Council 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.*

*(c) The residence address of each petitioner shall be set forth in the petition.*

### IF ANY NAME OR ADDRESS IS ILLEGIBLE THE PETITION WILL NOT BE ACCEPTED

2. Cost:
  - a. \$1250.00 deposit plus any additional fee to cover the cost of on-site posting, legal publication and processing the application. MAKE CHECK PAYABLE TO "City of Rancho Cordova".
3. Plot Plan
  - a. Four (4) copies (size 8-1/2 X 11")
  - b. Show all structures existing and/or proposed with dimension to property line and easement line, road right of way, etc.
4. Legal description
  - a. Copy of recorded document if available
  - b. Or a legal description prepared by a licensed Land Surveyor
5. Letter from applicant stating reason for abandonment request
6. Letter from all public utility companies having a right to the utility easement (when applicable)
  - a. The letter must state that the company has no objection to the abandonment or must describe any area they want to retain.

Note: The City will acquire letters from County of Sacramento Water Resource and Water Quality for abandonment requests of Drainage.

Public utilities have a right to use public rights of way and public utility easements. Unless those rights are to be reserved, letters of "no objection" must be obtained. A list of utility companies is available.