



DEPARTMENT OF PUBLIC WORKS AND PLANNING

# ROAD/EASEMENT VACATION APPLICATION

Applicant Name:

Mailing Address:

City  State  Zip

Home Phone:  Cell Phone:

Email:

**The road or easement to be vacated in Fresno County is described as follows:**

Road Name:

Limits (From/To):

Subdivision Name:  Tract No.:

Lying in Section:  of Township  South, Range  East, M.D.B. & M

APNs Affected:

Purpose:

**Please list any structures (including gates, fences, etc) planned to be built within the proposed vacated area (\*these items must also be included in the Exhibit Map):**

**Survey/Engineering Firm hired on behalf of Applicant:**

Contact Name:

Firm Name:  Phone:

Address:

City  State:  Zip:  Email:

**NOTICE TO APPLICANT:**

ITEMS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION FORM:

1. One check payable to the County of Fresno in the amount of \$559 – which includes the Application Fee of \$300 and the CEQA (environmental survey) Fee of \$259;
2. Preliminary Title Reports prepared by a CLTA licensed title/escrow company for each APN affected by the proposed road/easement vacation;
3. A Legal Description (marked as Exhibit A) and Exhibit Map (marked as Exhibit B) of the area to be vacated – stamped and signed by a California Licensed Surveyor.

Once these items have been received, we will begin our Initial Feasibility Study. Throughout this process, it is possible that various additional processes, applications, other professionally prepared documents, and/or fees may be required depending on the specific circumstances of your vacation.

An Agent will contact you once initial feasibility is determined. If feasible, you will have the option to continue with the road/easement vacation request or not. At that time, we will request payment of the requisite fee: \$2,720 for a General Vacation or \$1,559 for a Summary Vacation (which is determined by the County based on certain criteria - See vacation hand-out for more information).

After an application has been determined feasible and all the required fees have been paid, all road/easement vacations are subject to approval by the County Board of Supervisors at a public hearing that you will be informed of its date. \*\*You should not be taking for private use, making modifications, or constructing any fence, gate, or other structure in the proposed vacated area until your application has been approved by the Board of Supervisors.\*\*

**Please include any information that may help progress this application such as descriptions, drawings, or photos that will identify the area you wish to have vacated and why.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                        |                           |   |                                     |
|------------------------|---------------------------|---|-------------------------------------|
| <b>Office Use Only</b> | <b>Application Number</b> | <b>Application Fee</b>  | Date Received: <input type="text"/> |
|                        | -                         | \$300 Initial Feasibility <input type="checkbox"/><br>\$259 CEQA Study <input type="checkbox"/><br>\$2720 General <input type="checkbox"/><br>\$1559 Summary <input type="checkbox"/> | By: <input type="text"/>            |