



COUNTY OF YOLO

ROAD OR EASEMENT ABANDONMENT

Planning and Public Works Department
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Woodland, California 95695

(530) 666-8775



County of Yolo

PLANNING AND PUBLIC WORKS DEPARTMENT

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ROAD/EASEMENT ABANDONMENT APPLICATION REQUIRED MATERIALS

The following list specifies the information needed to submit the proposed application.

EXPLANATION	Required Number of copies
Application Fee(s): Please check with a planner regarding applicable fees	
Application Form	One
Environmental / Project Site Questionnaire	One
Location Map	One
Plot Plan	One
Assessor's Parcel Map (project site outlined)	One
Accurate map of the limits of the abandonment	One
Legal descriptions of the abandonment stamped and sealed.	One
One 8½ x 11 reduction of all maps, plans, etc.	One
Copy of Deed and Existing Legal Descriptions	One
Chain of Titles (if necessary to establish the legal status of the lots)	One
Petition Form	One
A Lot Line Adjustment may be required subsequent to the approval of the abandonment. Additional materials and fees will be required.	

ROAD OR EASEMENT ABANDONMENT APPLICATION

Applicant Information			
Applicant		Company (if applicable)	
Street Address			
City	State	Zip	Daytime Phone

Property Owner			
Street Address			
City	State	Zip	Daytime Phone

Project Information	
Assessor's Parcel No.	Parcel Size
Property Address/Location	
Existing Use of Property	

Request

Required Signatures	
<p>I hereby make application for the above-referenced land use entitlement and certify that this application, other documents and exhibits submitted are true and correct to the best of my knowledge and belief. I hereby acknowledge that I have been informed of my right to make written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.</p> <p>I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. If more than one, please attach a 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 interests in the property or application may be required.</p>	
Applicant's/Owner's Signature	Date

<i>For Office Use Only</i>		
Received by:	Gen Plan:	Fee received:
Date Received:	Gen Plan Designation:	Receipt #
Assigned Planner:	Zoning:	File # ZF

AFFIDAVIT OF CERTIFIED PROPERTY OWNERS

I further certify that the attached list of property owners contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County within the area described on the attached application and for a distance of three hundred feet (300) from the exterior boundaries of the property described on the attached application.

I certify under penalty of perjury that the foregoing is true and correct.

CERTIFICATION STATEMENT OF HAZARDOUS WASTE OR SUBSTANCE SITE

Pursuant to the requirements of Section 63962.5 of the California Government Code, I certify that the project site for the above entitlement is not located on the State list of identified hazardous waste/or hazardous substance sites. I have reviewed the list kept at the Planning Division Public Counter.

Required Signatures

I hereby certify that I have read all the above information on this page. All this information is correct and I agree to abide by the requirements therein.

PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE _____

SIGNATURE: _____

DATE: _____

ENVIRONMENTAL/PROJECT SITE QUESTIONNAIRE

A. PROPOSED PROJECT SITE

1. Location (nearest public road, cross street, community, etc.): _____
2. Size of Assessor Parcel Area(s): _____ sq.ft./acres.
3. Existing Land Use(s): _____

4. Existing Building(s) and Structure(s): _____
5. Distinctive Physical Features (ie. Landslides, streams, faults): _____
6. Existing Vegetation: _____
7. Existing Access Routes (if any): _____
8. Existing Drainage Facilities/Direction: _____
9. Existing Water Supply (if any): _____
10. Existing Sanitation Facilities (if any): _____
11. List and Describe all Existing Easements: _____
12. Existing Land Conservation Contract and/or other deed restrictions (if any): _____

ROAD/EASEMENT ABANDONMENT INFORMATION SHEET

General Information

This information sheet explains how your application requesting the abandonment of a County street or easement will be processed, what information you must submit, and what fees you must pay. The application is for the abandonment of street right-of-way and easements (e.g. public utility, drainage) that have been dedicated to Yolo County or for which the County has an interest.

Review and Approval Authority

Street right-of-ways and public easements can be abandoned only by action of the Yolo County Board of Supervisors. Before the Board acts, the Yolo County Planning Commission must consider the proposed abandonment and make a finding regarding the consistency of the proposed abandonment with the Yolo County General Plan and any other pertinent plans. Generally, the Board of Supervisors must make special findings at a publicly noticed public hearing regarding the past, present, and future prospective use of the right-of-way or easement, and adopt an environmental clearance for the action. For public utility easements, approval by Special Districts and utility companies is also required prior to abandonment.

How Your Application Will Be Processed

The steps involved in reviewing your abandonment application are summarized below:

1. Application should be submitted to the Planning Division. Within thirty days after submittal of the application, information, and fee, staff will review the submittal for completeness. If the submittal is complete, the application is formally accepted for processing and continues through the review process. If the application is incomplete and additional information or clarification is required, you will be notified. Until your application is deemed complete, it will not proceed through the process.
2. For public utility abandonments, or road right-of-way abandonments that contain utility facilities, County staff recommend that the applicant contact all special districts and public utilities that have an interest in the easement/right-of-way and obtain a letter from them stating that they do not object to the abandonment. Submitting these letters with your application will expedite the processing of your application.
3. After the application is complete, Planning Division staff will route the submittal to County departments and other agencies for review and comments. Following receipt of comments, staff will analyze comments and the proposed abandonment and prepare a staff report that includes a staff recommendation on the approval or denial of the abandonment and any recommended Conditions of Approval for consideration by the Planning Commission. Conditions of approval may involve requiring the applicant to provide legal descriptions prepared by a licensed land surveyor, removal of traffic control devices, installing fences, etc. The Planning Commission also recommends adopts the appropriate environmental determination as required by CEQA.
4. Following action by the Planning Commission, the Public Works Division prepares a Board Letter for the Board of Supervisors meeting, including a staff recommendation on the approval or denial of the abandonment, recommended Conditions of Approval, recommended level of environmental determination, and a resolution as approved by County Counsel. The Public Works Division coordinates the public postings and publishes notices advising the public of the public hearing, as required by California Streets and Highways Code § 8320. The abandonment will then be considered by the Board of Supervisors.
5. At the Board meeting, the Board considers input from any interested party at the public hearing, all written comments, and takes action to approve, conditionally approve, or deny the application.
6. If the Board approves the abandonment, a Resolution of Abandonment is recorded with the County Recorder, at which point the abandonment is complete.