



City of Del Mar
 Department of Planning and Community Development
 1050 Camino del Mar
 Del Mar, CA 92014

Phone: 858-755-9313 Fax: 858-755-2794
 Hours: M-TH 1:00 pm – 5:30 pm
 FRI 1:00 pm – 4:30 pm
www.delmar.ca.us

VAC - _____ - _____
 Submittal Date: _____ Planner: _____
 Fees: PL: _____ ENG: _____ GPF: _____ Noticing: _____ ED# _____
 Receipt No.: _____ Related Projects: _____

Street/Public Service Easement Vacation Application

APPLICATION:
Benefitted Property Address/Right-of-Way Location: _____
Assessor's Parcel No(s). _____
Zoning: _____ Overlay Zone _____
General Plan Designation: _____
APPLICANT:
Applicant(s): _____
<input type="checkbox"/> Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Licensed Architect <input type="checkbox"/> Licensed Engineer <input type="checkbox"/> Other: _____ Business License No.: _____
Mailing Address: _____
City / State: _____ Zip: _____
Phone No(s): _____
Email: _____
Signature(s): _____
OWNER (if not primary applicant listed above):
Owner: _____
Mailing Address: _____
City / State: _____ Zip: _____
Phone No(s): _____
Email: _____
Signature(s) <small>(authorizing applicant to submit application):</small> _____
APPLICANT'S REPRESENTATIVE (if applicable):
Applicant's Representative: _____
Mailing Address: _____
City / State: _____ Zip: _____
Phone No(s): _____
Email: _____
Signature: _____
AUTHORIZATION (plan set copies):
I acknowledge that plan sets may be reproduced and distributed to City representatives and members of the public for project review purposes only.
Signature: _____

Date: _____

Application Number(s): _____

Site Address: _____

I, the undersigned owner (or authorized agent) of the property herein described, hereby make application for approval of the plans submitted and made a part of this application in accordance with the provisions of the City of Del Mar Ordinances, and I hereby certify that the information given is true and correct to the best of my knowledge and belief.

I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the City of Del Mar grants the approval, with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge. I therefore agree to accept this responsibility for defense at the request of the City and also agree to defend, indemnify and hold the City of Del Mar harmless from any costs, claims or liabilities arising from the approval, including, without limitation, any award of attorney's fees that might result from the third party challenge.

Signature: _____ Date: _____
(if other than owner, must have letter from owner)

Signature: _____ Date: _____
(if other than owner, must have letter from owner)

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL APPLICATION SUBMITTAL:

The items listed below must be submitted in both hard copy and digital format. Please see the attached information regarding the submittal of digital application information.

1. Letter from the applicant(s) requesting the vacation and indicating reason(s) for the vacation. Letter must be signed by all property owners adjacent to the area to be vacated.
2. A site map of the area extending 100 feet in each direction of the proposed vacation area on 8¹/₂" x 11" sheet, to scale. Please show all existing features above and below ground such as road improvement, utilities, curbs, medians, trees, etc.
3. Eight (8) copies of the legal description of the street or service easement to be vacated. Each legal description on a separate 8¹/₂" x 11" sheet labeled "Exhibit A."
4. Eight (8) copies of the Plat (include vicinity map on plat), each on a separate 8¹/₂" x 11" sheet labeled "Exhibit B."
5. Two (2) sets of Traverse calculations.
6. For public service easement vacations, two copies of instrument dedicating original easement.
7. Copies of all underlying recorded maps used as references (reference maps will not be returned).
8. Current title reports issued within 6 months of vacation request for all private properties adjacent to the requested vacation.
9. Copies of all underlying documents, pertinent to the public right-of-way, referenced in the above-listed title report(s).