APPLICATION CHECKLIST

EASEMENT ABANDONMENT (EA)

A request for an Easement Abandonment requires one (1) public hearing before the City Council. Processing time is normally eight (8) weeks, however, it is dependent upon the number of similar requests before the City. ***The applicant or the applicant's representative must be present at all public hearings to answer questions.***

Applications shall be reviewed for compliance with the submittal requirements. ***Applications submitted without the required information are not required to be accepted for processing.***

Application Submittal Requirements:

A. One (1) copy of the completed application form, with an ***address approved by the Engineering Division*** and all required signatures.

B. The required processing fee (refer to fee schedule) (There is an additional fee for City preparation of the radius list).

C. One (1) copy of a preliminary title report, current within 6 months.

D. A metes and bounds legal description of the property or easement.

E. Twenty Five (25) copies of an exhibit map drawn to scale.
(must be engineer's scale - no smaller than 1" = 40') indicating:

___ Property lines
___ Building setback lines
___ Existing and proposed buildings and other structures on site
___ Driveways and parking spaces
___ All planted areas and areas to be planted (include location of existing trees)
___ Entrances, exits, and walkways
___ Trash enclosures and other site improvements
___ Existing and proposed fencing
___ Existing easements and type
___ Proposed boundaries (lot line adjustments only)
___ Street names
___ Project name
___ A vicinity map
___ North arrow and scale
___ Summary of project statistics including zoning
___ One (1) 8 ½" x 11" reproducible copy

F. Additional information as deemed necessary by the Planning Department.

NOTE: All exhibits larger than 8 ½" x 11" must be FOLDED prior to submittal. Full size color exhibits are not required to be folded.

If you have questions, call the Planning Department at (916) 774-5276 (California Relay Service 1-800-735-2929)or, staff is available at 311 Vernon Street, Roseville, CA 95678

http://www.roseville.ca.us/planning/planning_department_permits/maps.asp