



Abandonment (Vacation) Checklist

ABANDONMENT (VACATION) SPECIFICS. Go to the City of Arcata website (www.cityofarcata.org) and find the link for the Land Use Code. Section § 9.12.020.B.4 has information about Abandonment regulations.

Talk with Arcata Community Development Department Planning Staff to determine which of the following items must be submitted along with a completed and signed application form. Incomplete or inaccurate information will cause a delay in permit processing.

- Application form and any supplements, with signatures of all owners of affected parcels

- Application fee deposit

- A precise legal description of the area proposed for vacation

- Eight copies of a vacation map clearly showing all property within a radius of 100 feet of the exterior boundaries of the public right-of-way the Applicant requests to be vacated, along with the following information:

 - The proposed vacated right-of-way including the size of the area in square feet

 - The way in which the vacated area is proposed to be merged to adjacent parcels, include relevant property dimensions, lot lines and size of parcels in square feet or acres

 - All existing and proposed street, alleys, driveways, drainage facilities, streetlights, and curb cuts on site, adjacent to the proposed vacation area, and within 100 feet of the proposed vacation area, showing the following: whether streets and alleys are public or private; existing and proposed street improvements such as sidewalks, curbs, gutters, pavement, street lights, fire hydrants, fire protection service lines, street trees, water meters, drainage structures, all above and underground utility services, and sewer and water main and service lines

 - Existing use of the right-of-way by all abutting properties, including all on-site parking and circulation facilities for abutting properties including driveways and curb cuts

 - Location, dimensions, nature and status of all existing and proposed easements

 - The location of all existing public utilities

 - The names and widths of all adjacent streets

 - The existing use of all property within a radius of 100 feet

- A preliminary title report or Lot Book Guarantee, prepared by a Title Company, showing the vesting of the underlying fee ownership of the easement or right-of-way

- A list of the names and addresses of all recorded property owners within 100 feet of the subject vacation and signatures of the property owners who favor the vacation