



## Community Development Department - Planning Division

205 S. Willowbrook Ave., Compton, CA 90220 (310) 605-5532 [www.comptoncity.org](http://www.comptoncity.org)

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### **PUBLIC RIGHT-OF-WAY VACATIONS APPLICATION AND SUBMITTAL REQUIREMENTS**

Streets and alleys are publicly owned rights-of-way and, as such, must be accessible to all members of the public street or alley in order to restrict access to residents. Cities are permitted to abandon (vacate) a street or alley if the property in question is unnecessary for present or future right-of-way purposes.

Once a street or alley has been vacated, use and ownership of the land reverts to the abutting landowners and the land becomes private property. The City no longer has either the obligation or the right to participate in the maintenance of the property.

Maintenance and lighting of the vacated right-of-way becomes a private property obligation not subject (except in emergencies) to City intervention. The private property owner assumes all maintenance obligations for the vacated right-of-way. However, use of the property may be limited by any easements which the public utility companies required as a precondition of vacation. These easements give the utility companies the permanent right to access the property, and often prevent the property owner from building on the vacated right-of-way.

In addition to public easements (utilities, sewer, fire lanes, etc.), private easements allowing access from one property to another may also be required. These easements guarantee that all property owners are protected and have access to public streets.

The process by which streets/ alleys and other public right-of-ways are vacated is governed by Part 3 of the California Street and Highway Code. This section mandates the hearing and public notice requirements for the vacation of a public right-of-way. It also describes various Court decisions which have upheld a City's right to vacate a street or alley only when it is unnecessary for present or future use as a street and only when required in order to promote public health and welfare.

Every request to abandon a street/alley or other public right-of-way is unique and must be evaluated on a case-by-case basis. Until the City has obtained input from all applicable agencies and utilities, it cannot know whether a street or alley meets the test mandated by State law.

Staff can discuss and give a primary, tentative evaluation of a proposed street or alley vacation "over the counter". However, it cannot initiate actual processing until a formal application has been submitted.

In order to submit an application, **all** property owners abutting the proposed vacation must complete the application package. It should be noted that complex street or alley vacations, such as those with multiple property owners, may require the participation of an attorney to represent the applicants. Additionally, submittal of an application is no guarantee that the subject street or alley will be vacated. If the City determines that the right-of-way is needed for future circulation or property access, it will be unable to approve the application.

Please note: **Applications are taken in by appointment only.** Contact planning staff to schedule appointments. Incomplete submittal packets will not be taken in. The following items must be submitted:

- COMPLETED APPLICATION FORM (Form Attached)**
- COMPLETED APPLICANT'S AFFIDAVIT FORM (Form Attached)**  
Must be signed and notarized by the owner and applicant (if different from owner).
- COMPLETED OWNER STATEMENT FORM (Form Attached)**  
This form shall be required if more than one property owner is abutting the area to be vacated.
- GRANT DEED**  
Provide copies of grant deeds and legal description exhibits, for all properties that are abutting the area to be vacated. *If the property owner listed on the grant deed(s) is a company or corporation then also provide a copy of the article of incorporation, bylaws or corporate minutes/resolutions to identify corporate officers/signers or partnership agreements to identify partners and authority.*
- DESCRIPTION OF PROJECT**  
Provide **eight (8) sets of project description.** The project description letter should be type-written and should clearly state the type of vacation being request, description of the area to be vacated, proposed used of the vacated area (include plan/drawing), indicate if the vacation is part of other Planning Entitlements and indicate if utilities are to be vacated, re-routed or retained.
- EXHIBIT MAPS**  
**Submit eight (8) hard copies of the following:**
  - Legal Description (Exhibit "A").The Applicant shall submit a legal description of the area to be vacated, prepared and stamped by a licensed land surveyor or a qualified registered Civil Engineer. Provide the original and one copy labeled as Exhibit "A". The legal description shall be prepared in an 8 and ½" paper and provide 1-1/2 inch clear space at the bottom of the paper.
  - Exhibit Map/Plat (Exhibit "B"). The applicant shall submit an exhibit drawing/plat of the area to be vacated, prepared and stamped by a licensed land surveyor or a qualified registered Civil Engineer. Provide the original and one copy labeled as Exhibit "B". The exhibit drawing/plat shall be prepared in an 8 and 1/2" paper and provide 1-1/2 inch clear space at the bottom of the paper.
  - Closure Computations.
- OWNERSHIP MAP**  
The applicant shall submit an ownership map, prepared in an 8 and 1/2 inch by 11-inch paper. The map shall clearly show: A) The area to be vacated, B) A radius of properties within the applicable 500', C) All lots or parcels, streets and alleys within the 500' radius and D) A Key Number (the number you assign to the property) for each of the parcels within the radius, beginning with the number 1 (which must be the subject property).
- PICTURES OF THE SITE**  
Submit eight (8) sets of color photographs printed on 8 ½" x 11" sheet of paper. Images should be clear, in color and a minimum of 3" x 5" in size. Include all existing buildings, parking areas and adjacent properties.
- COMPLETED BURDEN OF PROOF FORM (Form Attached)**
- COMPLETED CEQA QUESTIONNAIRE FORM (Form Attached)**
- RADIUS MAP: (Drawn to scale; sample map attached.**  
Provide a map that shows the subject property and all properties located within a 500 foot radius of

the exterior boundary of the subject property. Street names, lot lines and street addresses for all parcels within the radius must be clearly labeled. Additionally, each parcel within the radius shall be identified by a consecutive numbering system. (Sample map attached.) A list of companies that prepare radius maps and property owner's lists is attached.

**PROPERTY OWNER/OCCUPANT LIST**

A typewritten list of the names, property address, mailing addresses and Tax Assessor's Book, Page and Parcel Number for all owners of property contained within the radius map. Each name shall be identified using the parcel number which corresponds to the number shown on the radius map. The list must be prepared from the latest available assessment roll of the Los Angeles County Tax Assessor.

**MAILING LIST CERTIFICATION FORM - Must be signed and notarized (Form Attached)**

**MAILING LABELS**

Submit two (2) sets of self-adhesive labels containing the names and mailing addresses of all property owners on the Property Owner's List. Where the mailing address of the owner is different from the address of the property within the radius, a tenant label shall be addressed to "Occupant" at the applicable property address.

**ENVIRONMENTAL RECORDATION FEE**

Submit a \$75.00 check made payable to the Los Angeles County Clerk. Most projects will require an environmental posting of either a "Notice of Intent" or a "Notice of Exemption" in accordance with the California Environmental Quality Act. Please submit a check made out to the Los Angeles County Clerk. In the event that your project does not require posting your un-cashed check will be returned.

**CD/THUMB DRIVE**

Provide one (1) CD or thumb drive that contains a separate digital copy of each document and set of plans submitted (i.e. application, project plans, photos, sample board etc.); PDF and/or jpeg are acceptable formats. Make sure to provide a CD sleeve/case and label CD. Additional CD's/thumb drive will be required with each re-submittal of plans.

**FEES**

- Preliminary Review Fee \$607.00
- Formal Application Fee (non-refundable) \$3,639.00 + plus any environmental review fees.)
  
- Environmental fees are as follows:
  - Categorical Exemption \$632.00
  - Negative Declaration (ND) or Mitigated Negative Declaration (MND) or Environmental Impact Report (EIR) \$9,825.00 (cost of environmental documents borne by the applicant)

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## APPLICATION FORM

**THE UNDERSIGNED APPLICANT HEREBY REQUESTS:** (Check one box only – a separate application is required for each)

Street Vacation                       Alley Vacation                       Other Public Right-Of-Way Vacation

**IS THE VACATION REQUEST RELATED TO OTHER ENTITLEMENT REQUEST?**       Yes     No

If so, list case no(s): \_\_\_\_\_

**PROJECT DESCRIPTION:** (Clearly state and explain the type of and purpose for the request. Attach a separate sheet if needed.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADJACENT PROPERTY SITE ADDRESS:** \_\_\_\_\_

Compton, CA \_\_\_\_\_ Assessor Parcel No. (APN): \_\_\_\_\_

Nearest cross streets: \_\_\_\_\_ and \_\_\_\_\_

No. of properties abutting the area to be vacated: \_\_\_\_\_

List all the assessor parcel number(s) for the properties abutting the area to be vacated: \_\_\_\_\_

\_\_\_\_\_

**APPLICANT INFORMATION:** (Print Legible)

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE INFORMATION:**  There is no designated authorized representative

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

*For Staff Use Only*

**Submittal Date:** \_\_\_\_\_ **Receipt No.:** \_\_\_\_\_ **Case No(s):** \_\_\_\_\_



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## AFFIDAVIT FORM

### APPLICANT'S AFFIDAVIT:

(I/We) \_\_\_\_\_  
Name of Applicant(s)

being duly sworn, say that (I am/we are/the corporation is) requesting a/an  Street Vacation  Alley Vacation  
 Other Public Right-Of-Way Vacation and that the statements and information contained in this application are  
in all respects true and correct to the best of (my/our) knowledge and belief.

(Notary Seal)

Signed: \_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to before me

Mailing address of applicant:  
\_\_\_\_\_  
\_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

### PROPERTY OWNER'S PERMISSION: *(Complete only if the applicant is not the current owner of the property described in this application.)*

(I/We) \_\_\_\_\_  
(Name of Owner(s))

being duly sworn, say that (I am/we are/the corporation is) the owner of the property described in this  
application and that (I/we) have familiarized (myself/ourselves) with this application and hereby grant permission  
to the applicant to process said application on our behalf.

(Notary Seal)

Signed: \_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to before me

Mailing address of applicant:  
\_\_\_\_\_  
\_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Notary Public



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### OWNER'S STATEMENT

We the owners of the property adjacent to the public right-of-way located at \_\_\_\_\_ hereby request that the City consider vacating said right-of-way. Attached to this petition are all application fees. We understand that these fees are not refundable. We realize that right-of-way vacation is governed by State law and that this application may not be approvable. We realize that, if the application is approved, our use of the property may be circumscribed and restricted and that all costs of maintaining the former right-of-way will be borne by us, the adjacent property owners.

Acknowledging these facts, we wish the City to proceed with its evaluation of this request.

Property No. 1 Assessor Parcel No. (APN): \_\_\_\_\_

Property No. 1 Site Address: \_\_\_\_\_

Name of Legal Property Owner(s): \_\_\_\_\_

Property Owner Signature (s): \_\_\_\_\_

Legal Property Owners Mailing Address: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property No. 2 Assessor Parcel No. (APN): \_\_\_\_\_

Property No. 1 Site Address: \_\_\_\_\_

Name of Legal Property Owner(s): \_\_\_\_\_

Property Owner Signature (s): \_\_\_\_\_

Legal Property Owners Mailing Address: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**OWNER'S STATEMENT CONT'D**

Property No. \_\_\_\_\_ Assessor Parcel No. (APN): \_\_\_\_\_

Property No. 1 Site Address: \_\_\_\_\_

Name of Legal Property Owner(s): \_\_\_\_\_

Property Owner Signature (s): \_\_\_\_\_

Legal Property Owners Mailing Address: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property No. \_\_\_\_\_ Assessor Parcel No. (APN): \_\_\_\_\_

Property No. 1 Site Address: \_\_\_\_\_

Name of Legal Property Owner(s): \_\_\_\_\_

Property Owner Signature (s): \_\_\_\_\_

Legal Property Owners Mailing Address: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property No. \_\_\_\_\_ Assessor Parcel No. (APN): \_\_\_\_\_

Property No. 1 Site Address: \_\_\_\_\_

Name of Legal Property Owner(s): \_\_\_\_\_

Property Owner Signature (s): \_\_\_\_\_

Legal Property Owners Mailing Address: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_



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## CEQA Application Questionnaire

### APPLICANT'S INFORMATION

Name of Applicant: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Numbers: Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### PROJECT INFORMATION

Project Site Address: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Project Description: (describe new construction, building floor area, business name, etc.)

Existing Use \_\_\_\_\_ Existing Floor Area (sq.ft.) \_\_\_\_\_

Existing Business Name \_\_\_\_\_

Proposed Use \_\_\_\_\_ Future Floor Area (sq.ft.) \_\_\_\_\_

Future Business Name \_\_\_\_\_

Employment \_\_\_\_\_ Hours of Operation \_\_\_\_\_

Description of Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Note

Please provide as much information as possible. This information will assist City staff in determining the nature and scope of the project's environmental review. Please see the other side of this form to ensure that your CEQA application package is complete.

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### BURDEN OF PROOF FORM

**TO: ALL APPLICANTS FOR CONDITIONAL USE PERMITS, VARIANCES, CHANGES OF ZONE, ZONE TEXT AMENDMENTS, GENERAL PLAN AMENDMENTS, SPECIFIC PLANS, ENVIRONMENTAL REVIEW OR BUILDING RELOCATIONS:**

The employees of the Community Development Department are required to give assistance to anyone who wishes to apply for a land use permit or zoning modification.

Such assistance must not be interpreted as encouragement to the applicant. All applications are granted or denied by the Planning Commission and/or the City Council based on standards and criteria found within the Zoning Ordinance. The applicant must understand that it is his or her responsibility to demonstrate that said application conforms to the relevant criteria.

Department employees are not permitted to prepare the application nor are they permitted to assist the applicant or any opponent of an application in preparing arguments for or against the request.

**THERE IS NO GUARANTEE, EITHER EXPRESS OR IMPLIED, THAT ANY APPLICATION FOR A CONDITIONAL USE PERMIT, VARIANCE, CHANGE OF ZONE, ZONE TEXT AMENDMENT, GENERAL PLAN AMENDMENT, SPECIFIC PLAN, ENVIRONMENTAL REVIEW OR BUILDING RELOCATION WILL BE GRANTED.**

The applicant must further understand that each application will be carefully investigated and that after such investigation has been made or the public hearing has been held staff's recommendation may be contrary to any position discussed in the preliminary evaluations.

Finally, the applicant must understand that the Architectural Review Board as well as the Planning Commission may have jurisdiction over the application. Should that be the case further review of the request will be required and additional and separate conditions of approval other than those imposed by the Planning Commission may be applied.

I \_\_\_\_\_ have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
CASE NO.

\_\_\_\_\_  
DATE

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## Mailing List Certification Form

I, \_\_\_\_\_ certify that the attached list represents the  
Name of Mailing List Preparer (print)  
names and addresses of all property owners located within a five hundred (500) foot radius of the exterior  
boundaries of the property located at \_\_\_\_\_.

Street City/State Zip Code

Where the property owner's mailing address differs from that of the property within the radius, a separate  
label for the "occupant" of the property is included. This information was obtained from  
utilizing the County Assessment rolls.

(Notary Seal)

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_  
Full Name (Print)

Company  
Name: \_\_\_\_\_

Company/Home  
Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Phone \_\_\_\_\_ Fax \_\_\_\_\_  
No.: \_\_\_\_\_ No: \_\_\_\_\_

\_\_\_\_\_  
Signature

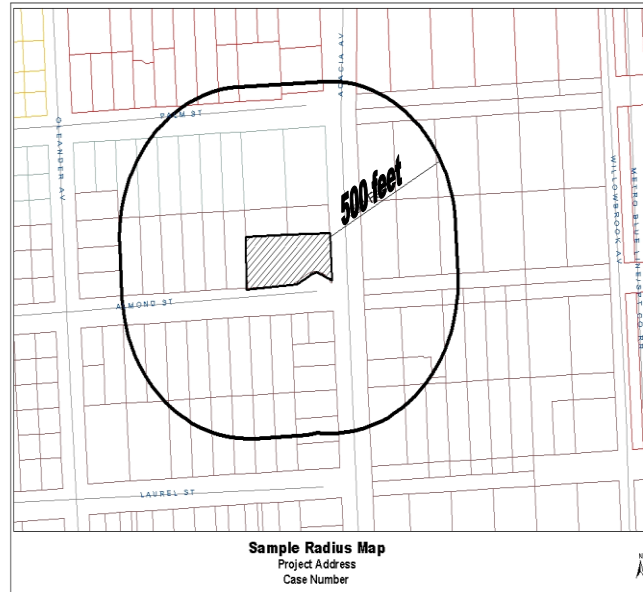
Email: \_\_\_\_\_



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### SAMPLE RADIUS MAP



### MAPPING AND PROPERTY OWNER'S LIST PREPARERS

Below you'll find a list of companies that prepare radius maps and property owner's lists. Please note this list is provided as a courtesy only. The Community Development Department makes no recommendation concerning the work or performance of the companies appearing on the list (use at your discretion). Applicants are free to choose from this list or any other consultant of their choice.

1. T-Square Mapping Services  
P.O. Box 605  
La Canada, CA 91012  
(626) 403-1803
2. GC Mapping Services  
711 Mission Street, Suite B  
South Pasadena, CA 91030  
(818) 441-1080
3. Continental Mapping Services  
6325 Van Nuys Boulevard  
Van Nuys, CA 91401  
(818) 787-1663
4. Radius Maps  
(818) 272-3484
5. More Services  
Susan Moreno  
(818) 350-5944
6. Szeto + Associates  
2714 Stingle Avenue  
Rosemead, Ca 91770  
(626) 512-5050
7. Susan Case Inc- Radius Maps & Lists  
917 Glenneyre St #7  
Laguna Beach CA 92651  
(949) 494-6105  
[susan@susancaseinc.com](mailto:susan@susancaseinc.com)  
[www.susancaseinc.com](http://www.susancaseinc.com)
8. Express Mapping  
4000 Barranca Pkwy #250  
Irvine, CA 92604  
(949) 771-0051  
[orders@expressmapping.com](mailto:orders@expressmapping.com)  
[www.expressmapping.com](http://www.expressmapping.com)