

JAMES BEZEK
Director
(707) 784-6765

MATT TUGGLE
Public Works Manager
(707) 784-6765

CHRIS FERRUCCI
County Surveyor
(707) 784-6765

DEPARTMENT OF RESOURCE MANAGEMENT



**SOLANO
COUNTY**

675 Texas Street, Suite 5500
Fairfield, CA 94533-6342
(707) 784-6765
Fax (707) 784-4805

www.solanocounty.com

Public Works – Engineering Services Division

VACATION APPLICATION

Type of Vacation: **Public Right-of-Way** **Public Easement**

Site Information

Site Address(es):	
APN(s):	
All Property Owner(s) affected: <i>Enter names as shown on deed</i>	

Applicant Information

Name:	
Phone Number:	
Email Address:	
Mailing Address:	

Consultant Information

Consulting Company:	
Contact Name:	
Phone Number:	
Email Address:	
Mailing Address:	

Reason for Vacation *(attach additional pages if needed)*

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Applicant Name (print): _____

Date: _____

Applicant Signature: _____

SAEED IRAVANI
Building Official
Building & Safety

ALLAN CALDER
Program Manager
Planning Services

EDMOND STRICKLAND
Manager
Environmental Health

SARAH PAPPAKOSTAS
Administrative
Services
Manager

MATT TUGGLE
Engineering Manager
Public Works
Engineering

MATTHEW HARDY
Operations Manager
Public Works
Operations

CHRIS DRAKE
Parks Services
Manager
Parks

MISTY KALTREIDER
Water & Natural
Resources Program
Manager

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VACATION CHECKLISTS

✓	Initial requirements when submitting a Vacation Application for review
	Completed, signed, and dated Vacation Application form.
	Site Plan showing the Public Right-of-Way or Public Easement to be abandoned in relation to the existing improvements (roadways, utilities, structures, etc.)
	Copies of all related recorded documents (maps, easements, irrevocable offers of dedication, etc.)
	If this application is required for a proposed development project or existing permit application, please include copies of all documents related to said project.
	Road Vacation Fee is payable to "Solano County". An additional deposit may be requested for applications requiring extensive review. The current Fee Schedule is available online here at the Solano County Resource Management Public Works website.

✓	Additional requirements which may be requested upon further review
	Updated copies of previously submitted documents, if applicable.
	Legal description, plat, and closure calculations of the Public Right-of-Way or Public Easement to be abandoned, signed and sealed by a Licensed Land Surveyor. Plat must depict existing property boundaries, area(s) to be abandoned, and any existing easements.
	A Title Report, no more than 6 months old, may be required.
	Letters from all Public Utility Purveyors who may have a vested interest in the Public Right-of-Way or Public Easement to be abandoned and/or other interested entities (gas, electric, water, telephone, internet, railroad, Caltrans, etc.) stating that they have no objection to the proposed abandonment. Indicate whether utilities are to be vacated, re-routed, or retained.
	Letter of approval from relevant fire district(s) may be required.

The State laws authorizing and guiding the vacation process are available in the California Streets and Highways Code, Section 8320-8325 and Section 8330-8336.

Your vacation application package may be submitted by either:

- a. Emailing the above documents to survey@solanocounty.com (*preferred*)
 - i. A check for the road vacation fee may be mailed to the address below. If submitting a digital package, include a copy of the check.
- b. Delivering the above documents to 675 Texas Street, Suite 5500, Fairfield, CA 94533.
- c. Mailing the above documents to 675 Texas Street, Suite 5500, Fairfield, CA 94533, c/o County Surveyor.

Upon further review, additional documentation may be required. Incomplete submissions will not be reviewed.

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