



**CITY OF  
SAN MARCOS  
ENGINEERING DIVISION**

**AN APPLICANT'S GUIDE  
TO PROCEDURES FOR:**

**STREET VACATION PROCEDURES  
Customary/Summary**

1 Civic Center Dr., San Marcos, CA 92069-2918 (760) 744-1050 FAX (760) 591-4135

1. Applicant discusses Street Vacation with City Engineering Staff.
2. Owner submits a written request (see \* below) to the City requesting the vacation.
3. City Engineer shall investigate the request and recommend either a vacation or a denial of the request. As part of this investigation, the utilities (VWD, SDG&E, etc.) are notified of the proposed vacation. If easements are required by any of the utilities or the City, they are written into the vacation and a Public Hearing is scheduled as part of the vacation process (Customary).
4. If recommended by the City Engineer, the vacation is presented to the City Council with a "Resolution Ordering the Summary Vacation of an (Open Space) Easement" or a "Resolution of Intention for (Street) Vacation" (if a public hearing is required).
5. City Council passes either a "Resolution Ordering the Summary Vacation of an (Open Space) Easement" or a "Resolution of Intention for (Street) Vacation" (which establishes time and place of the Public Hearing).
6. If a Public Hearing is required;
  - a) at least three (3) notices of the proposed street (or open space) vacation are posted at least 10 days before date set for the Public Hearing and are posted not more than 300 feet apart along the area to be vacated.
  - b) a Public Hearing is then held and the City Council passes a Resolution Ordering Vacation of a Public Street (or open easement).
7. The City Clerk records the "Resolution Ordering the Summary Vacation" or "Resolution Ordering Street Vacation" in the Office of the County Recorder of the County of San Diego.

\* Submit the following with written request:

- 1) Legal description and plat (plat shall be on a 8½" x 11" City approved form) of area to be vacated;
- 2) Project Site Plan;
- 3) Estimated value of area to be vacated based upon fair market value (a tax assessor's evaluation of an adjoining property is acceptable if a recent appraisal is not available);
- 4) Filing Fee of \$1,557.00;
- 5) Environmental Assessment