

CITY OF POMONA

EASEMENT VACATION SUBMITTAL PROCEDURE

The following documents are required before the easement vacation process can be implemented.

1. A Letter of Request to Vacate an EASEMENT from the applicant(s). The letter must include:
 - a. Applicant(s) name, address and telephone number(s).
 - b. Complete description of the easement(s), including use, time (of granting/recordation), grantee and grantor.
 - c. A statement explaining the reason for the request for easement vacation.
2. Submittal Information Sheet for Easement Vacation.
3. Copy / copies of the Title Report(s) identifying the property / properties ownership(s).
4. One (1) e-copy each of Legal Description (Exhibit “A”) and Easement Vacation Map (Exhibit “B”).

Exhibits A and B shall be prepared, signed and stamped by a CA Land Surveyor.

EASEMENT VACATION FEE: A non-refundable fee of \$1,945.00 plus \$3.91 processing fee received and receipted when the Easement Vacation submittal (Items 1 – 4 above) is completed.

For inquiries regarding the Easement Vacation submittal and recordation procedures, call 909/620-2281.

SUBMITTAL INFORMATION FOR EASEMENT VACATION
(APPLICATION CANNOT BE ACCEPTED WITHOUT COMPLETE INFORMATION)

Atlas Page _____ Council _____ District _____

Location _____

Address _____

Applicant _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Engineer/Surveyor _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

FOR PUBLIC WORKS DEPARTMENT USE ONLY

Submittal Date _____ Receipt No. _____ Amount Paid _____

Received by: _____ Easement Vacation VU _____

Comments _____