

CITY OF POMONA

STREET / ALLEY VACATION SUBMITTAL PROCEDURE

The following documents are required before the street / alley vacation process can be implemented.

1. Applicant Letter of Request to vacate a street / alley. The letter(s) must include:
 - a. Applicant(s) name(s), address(es) and telephone number(s).
 - b. Statement explaining the reason for the request for the street / alley vacation.
 - c. Statement as to who will be responsible for the relocation and cost of walls and fences for the new property lines and who will be responsible for the cost of removal and reconstruction of curb, gutter, sidewalk, etc., to close the street / alley.
2. Submittal Information Sheet for street / alley vacation.
3. List of **all** property owners adjacent to the street / alley proposed for vacation.
4. Letters from **every/all** property owner to the City of Pomona (sample letter attached).
5. A copy/copies of the Title Report(s) identifying the property/properties ownership(s).
6. One (1) hard copy and one (1) e-copy each of the street / alley legal description (Exhibit "A") and map (Exhibit "B"), similar to the attached examples.

STREET / ALLEY VACATION FEE: A non-refundable fee of \$1,945.00 plus \$3.91 processing fee received and receipted when the Street / Alley Vacation submittal (Items 1 – 6 above) is completed.

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

SUBMITTAL INFORMATION FOR EASEMENT VACATION

(APPLICATION CANNOT BE ACCEPTED WITHOUT COMPLETE INFORMATION)

Council District _____

Location _____

Address _____

Applicant _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Engineer/Surveyor _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Alley currently used for: _____

Paved or not? _____ Condition _____

Describe fences, walls, improvements, garages facing the street / alley proposed for vacation, gates, curbs, gutters, sidewalks, use by owners, use by trash pickup or emergency vehicles, properties having direct access, etc.

Description of the proposed use if the street / alley is vacated:

_____ Letter form Applicant requesting street / alley vacation included?

_____ Letters of concurrence or opposition from **all** property owners included?

_____ List of **all** property owners included?

FOR PUBLIC WORKS DEPARTMENT USE ONLY

Submittal Date _____ Receipt No. _____ Amount Paid _____

Received by: _____ Street / Alley Vacation V- _____

Comments _____

APPLICATION FOR STREET / ALLEY VACATION

LIST OF PROPERTY OWNERS ADJACENT TO STREET / ALLEY

Street / Alley Location _____
Street / Alley Address _____
Applicant Name _____
Applicant Address _____
Applicant Phone # _____ Email _____

Property Address _____ APN _____
Current [Land] Owner (not Tenant) _____
Address _____ Phone# _____ Email _____

Property Address _____ APN _____
Current [Land] Owner (not Tenant) _____
Address _____ Phone# _____ Email _____

Property Address _____ APN _____
Current [Land] Owner (not Tenant) _____
Address _____ Phone# _____ Email _____

Property Address _____ APN _____
Current [Land] Owner (not Tenant) _____
Address _____ Phone# _____ Email _____

Property Address _____ APN _____
Current [Land] Owner (not Tenant) _____
Address _____ Phone# _____ Email _____

Property Address _____ APN _____
Current [Land] Owner (not Tenant) _____
Address _____ Phone# _____ Email _____

Property Address _____ APN _____
Current [Land] Owner (not Tenant) _____
Address _____ Phone# _____ Email _____

Property Address _____ APN _____
Current [Land] Owner (not Tenant) _____
Address _____ Phone# _____ Email _____

Property Address _____ APN _____
Current [Land] Owner (not Tenant) _____
Address _____ Phone# _____ Email _____

Property Address _____ APN _____
Current [Land] Owner (not Tenant) _____
Address _____ Phone# _____ Email _____

Date:

City of Pomona
Public Works Department
Engineering Division
505 S. Garey Avenue
Pomona, CA 91766

Subject: **Vacation of Street/Alley**

To Whom It May Concern:

I am the owner of the property addressed as _____
and listed on the Los Angeles County Tax Assessor Rolls as
APN _____.

I hereby give my written consent to vacate the street/alley adjacent to my property. I understand that the portion of the street/alley adjacent to my property will become my property and that I will bear full responsibility for the care and upkeep of that property. I further understand that I may be assessed for tax purposes on my portion. I also understand that the City will retain easements for utility purposes, but have no responsibility whatsoever for maintenance of the proposed vacated street/alley. I will be responsible for the relocation or removal of any and all fences, walls, improvements, gates, curbs, gutters, and the like on the portion of the street/alley that will become my property.

If, at a future date, a majority of property owners should petition for a reversion to the former right-of-way, I understand that any and all costs required by the City of Pomona will be my shared responsibility with all property owners adjacent to the proposed vacated street/alley.

Date signed: _____

Print name: _____
Name(s) of Property Owner(s)

Signatures: _____

Address: _____

City, State, Zip: _____

Telephone, Fax, E-Mail: _____

EXHIBIT "A"

LEGAL DESCRIPTION (V-259)

That portion of Second Street as shown on Blocks 27, 28, 45, and 46 of the Map of Pomona and the Pomona Tract in the City of Pomona, County of Los Angeles, State of California, as per map recorded in Book 3, Pages 90 and 91 of Miscellaneous Records of said County, described as follows:

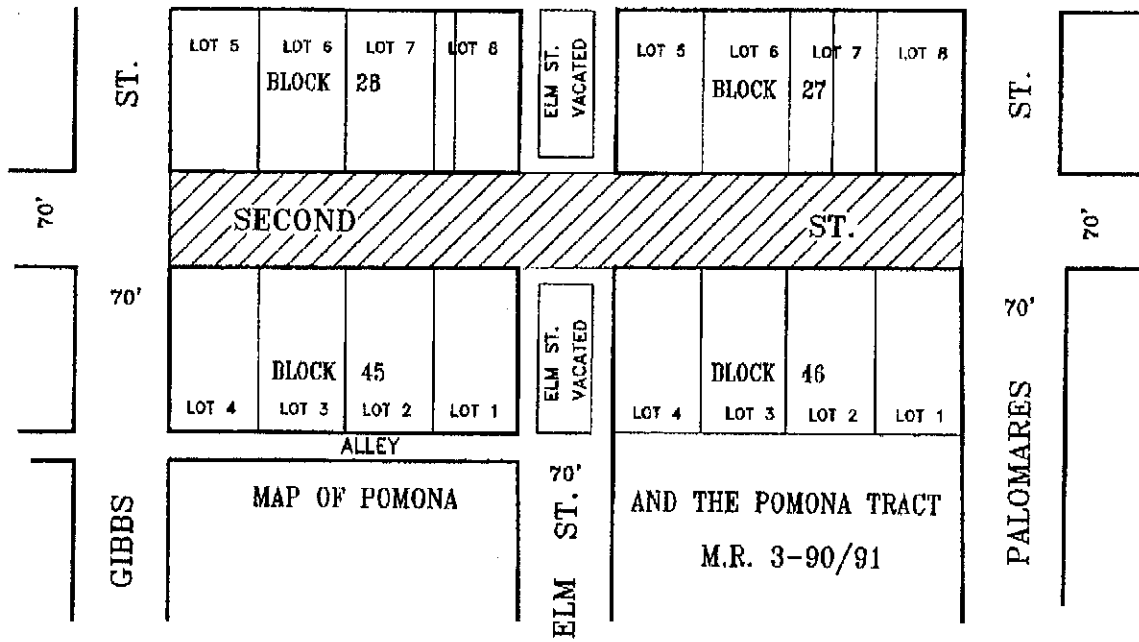
That portion of Second Street bounded by the easterly line of Gibbs Street and westerly line of Palomares Street.

(License Land Surveyor or Civil Engineer's Stamp)

Sample

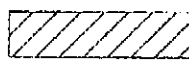
EXHIBIT "B"

STREET VACATION MAP (V-259)



Sample

LEGEND

 PORTION TO BE VACATED

CITY OF POMONA
PUBLIC WORKS DEPARTMENT
VACATION PORTION OF SECOND STREET FROM
GIBBS STREET TO PALOMARES STREET