CITY OF CONCORD
PLANNING DIVISION
PHONE: (925) 671-3152
FAX: (925) 671-3381

Concord

Planning & Economic
Development Department
1950 Parkside Drive, M/S 53
Concord, CA 94519-2578
www.cityofconcord.org

Vacation/Abandonment of Property Rights
Application Checklist

Submittal Requirements. The following information is required for a complete application. Please review this checklist with City of Concord Planning Division to confirm specific requirements and to determine if other applications are required.

All plans below shall be fully dimensioned and drawn to scale. **Ten (10) sets of full sized plans** (24" x 36" or 11" x 17") are required for all applications. All **plans shall be folded** to 8-1/2" x 11" (approximately) and submitted **in collated sets**.

☐ 1. **APPLICATION FORM.** Include signature(s) of legal property owner(s) as well as applicant.

☐ 2. **FILING FEE*.** (See Exhibit A, Fees and Charges Resolution)

☐ 3. **TITLE REPORT.** Prepared within the past three months (two copies).

☐ 4. **LEGAL DESCRIPTION.** Metes and bounds of the City non-fee interest proposed to be vacated/abandoned (two copies).

☐ 5. **WRITTEN STATEMENT.** Describe the reason(s) the application is requested.

☐ 6. **SITE PLAN.** Plan shall be drawn at 1 in. = 20 ft. or larger scale and shall include the following:

- ☐ A. Vicinity map showing major cross streets, north arrow and graphic scale.
- ☐ B. Exterior boundaries of property indicating dimensions of property lines, easements and lot area in square feet.
- ☐ C. Dimensions of setbacks from property lines and between structures.
- ☐ D. Location and dimensions of all existing and proposed structures including roof overhangs, pop-outs, projections and other architectural features, decks, porches, fences, walls, trash enclosures, light fixtures, utility boxes and meters, transformers, freestanding signs, mailboxes, directories and other accessory structures. Clearly label plans showing what is existing and proposed and identifying all structures to be demolished.
- ☐ E. Location, dimension and purpose (i.e., water, sewer, access, etc.) of all easements.
- ☐ F. Adjacent streets indicating street name and street width, centerline and edge of right-of-way along with any proposed right-of-way dedication, and existing improvements such as curb, gutter, sidewalk, driveway, median and landscape strips.

---

* **The City adjusts all fees and charges on an annual basis in accordance with the San Francisco-San Jose-Oakland Area Consumer Price Index, actual hourly rates for work performed by City employees, and the Construction Cost Index for the San Francisco Bay Area published in the most current edition of the Engineering News Record. The new fees are adopted following a public hearing and incorporated in the Master Fees and Charges Resolution July 1 of every year. Persons interested in how a particular fee is adjusted should contact the City department that administers the fee or the Finance Department.**

☐ G. Existing topography and proposed grading, if any, at two-feet contour intervals for slopes up to 5 percent and under five (5) feet in height; and contour internals of five (5) feet for slopes over 5 percent or five (5) feet in height. Contours shall extend 50 ft. or more beyond the property line onto adjacent properties.

☐ H. Location, species, and size (circumference at 4-1/2" dbh), of all existing trees and other natural attributes such as creeks, wetlands, ponds, etc., extending 50 ft. or more beyond the property to show relationship of proposed development, if any, with adjacent properties.

FOR STAFF USE ONLY

PROJECT REFERENCE _____

PLANNER _____ DATE _____