



**City and County of San Francisco**  
 San Francisco Public Works · Bureau of Street Use and Mapping  
 Bruce R. Storrs, City and County Surveyor  
 1155 Market Street, 3<sup>rd</sup> Floor · San Francisco, CA 94103  
 sfpublicworks.org · tel 415-554-5827 · fax 415-554-5324



# PUBLIC STREET/PUBLIC EASEMENT VACATION APPLICATION

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**WEBSITE: [HTTP://WWW.SFDPW.ORG](http://www.sfdpw.org). UPDATE**

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## A. PUBLIC STREET/PUBLIC EASEMENT VACATION

### Vacation Procedure:

After a completed vacation application has been submitted, the Director of Public Works will initiate an investigation of the requested vacation with City Agencies and public utility providers. The Department of Public Works will then make a recommendation to the Department of Real Estate (DRE). The recommendation from the Director of Public Works may be either favorable or contrary to the proposed vacation, depending upon the needs of the Department of Public Works (DPW), other City agencies and public utility providers.

If DPW provides a favorable recommendation to DRE, the applicant and DRE will then negotiate the final contractual agreement. After an agreement is reached, DRE will craft legislation for the proposed vacation and submit the legislation, the proposed contract, and DPW's report and recommendation to the Board of Supervisors.

All legislation that goes to the Board of Supervisors must include a determination by the Planning Department that the requested vacation is in compliance with the General Plan and is consistent with the Eight Priority Policies of Planning Code Section 101.1. A link to The General Plan Referral application is included in this application. You must submit a completed General Plan Referral and its associated fee, which will be forwarded by our office to the Planning Department for review.

After DRE has made its submittal to the Board, the proposed vacation will be referred to committee for a public hearing. Notices of the resolution of intent to vacate the public street or the public easement and the time and place of the public hearing to consider the vacation shall be posted 15 days prior to the public hearing. The legislation will then be heard by the full Board of Supervisors (BOS) for a minimum of two hearings. If the BOS approves the legislation it will go to the Mayor for approval. Once the Mayor signs the legislation, DPW will record the legal description along with the finalized SUR-map.

The DPW fee for the investigation is **\$2,500 per block or portion of a block and is non-refundable.** This fee must be submitted in full with the application. The applicant must also *provide* DPW a draft SUR-map. The SUR-map must be based upon a field survey which clearly and accurately shows the proposed vacation, along with a legal description, and be signed by a Land Surveyor or pre-1982 Civil Engineer.

A Street Vacation shall be conducted in a manner as described in the State of California Streets and Highways code sections 8300 et seq., and the City and County San Francisco Public Works Code Section 787(a).

***DPW approval of a vacation is conditioned on the vacation being approved by the Board of Supervisors within six months from the time of DPW approval. If not completed within this time-frame, re-submittal of a new application and fees will be required.***

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## **B. SAMPLE COVER LETTER**

Date

Application for Public Street Vacation  
Director of Public Works  
875 Stevenson Street - Room 410  
San Francisco, CA 94103

Dear Sir:

In compliance with the California Streets and Highways Code, the San Francisco Public Works Code, and all amendments thereto, I/we, the undersigned applicant, or agent, hereby submit to you for your review and processing a proposed vacation for Public Street or a Public Easement, together with the Vacation Application, Check list, and all applicable items, fees, and documents checked thereon.

**Purpose of vacation and intended use of the vacated street/easement:**

Respectfully,

Attachment: Application Packet

## C. APPLICATION

(To be submitted by all Public Street or Public Easement Vacation applicants)

|  |  |         |  |
|--|--|---------|--|
| Applicant  |  |         |  |
| Name:  |  |         |  |
| Address:   |  |         |  |
| Phone:   |  | E-mail: |  |
| Person to be contacted concerning this project (If different from applicant) |  |         |  |
| Name:  |  |         |  |
| Address:   |  |         |  |
| Phone:   |  | E-mail: |  |
| Firm or agent preparing the SUR Map/Legal Description                        |  |         |  |
| Name:  |  |         |  |
| Address:   |  |         |  |
| Phone:   |  | E-mail: |  |

I (We) hereby certify, under penalty of perjury, that I have complied with the requirement for review of the proposed Vacation of the Public Street/Public Easement by all owners of real property that contact the proposed vacation area, and the information presented here is true and correct to the best of my (our) knowledge and belief.

I (We) \_\_\_\_\_  
 (Print Applicant's Name in full)

submit this application to request the vacation of the following Public Street(s):

\_\_\_\_\_ ,

from \_\_\_\_\_ to \_\_\_\_\_ or Public Easement

as shown on the attached draft SUR-Map.

\_\_\_\_\_  
 Signature(s)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature(s)

\_\_\_\_\_  
 Date

## D. PUBLIC STREET/EASEMENT VACATION CHECKLIST

Check the following items enclosed where applicable:

| Submitted per guidelines and in this order? |                          | Official Use Only        | No. | Item Description and Order  | Total of copies | Which and how many of total required items are needed for each agency? |     |     |
|---|--------------------------|--------------------------|-----|---|-----------------|--|-----|-----|
|   |                          |                          |     |   |                 | DPW  | DCP | DRE |
| Yes   | No                       | OK?                      |     |   |                 |  |     |     |
| <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> | 1.  | Cover Letter  | 3               | 1  | 1   | 1   |
| <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> | 2.  | Application for Street/Public Easement Vacation   | 3               | 1  | 1   | 1   |
| <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> | 3.  | Adjoining Owners Consent Form   | 2               | 1  | X   | 1   |
| <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> | 4.  | Draft SUR-Map of Vacation Area (11 x 17)  | 3               | 1  | 2   | X   |
| <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> | 5.  | Legal Description of Vacation Area  | 1               | 1  | X   | X   |
| <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> | 6.  | Copies of vesting documents of adjoiner properties  | 1               | 1  | X   | X   |
| <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> | 7.  | Processing fee: ( \$ ) \$2500 per block.. A check or money order made payable to Dept. of Public Works. | 1               | 1  | X   | X   |
| <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> | 8.  | 3 set of photographs of the proposed vacation area, taken at both ends of the proposed vacation area.   | 3               | X  | 2   | 1   |
| <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> | 9.  | Electronic Closure Calculations   | 1               | 1  | X   | X   |
| <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> | 10. | General Plan Referral (Form No.1) and check for review fee  | 2               | X  | 2   | X   |
| <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> | 11. | Electronic Copy of Above Documents Saved to CD/DVD Media  | 1               | 1  | X   | X   |

## E. SAMPLE ADJOINER OWNER LETTER

Date:

Re: Proposed Street Vacation/ Public Easement

To be completed by all property owners whose property contacts any portion of the proposed Street or Easement vacation.

I am the owner of the property located at: address \_\_\_\_\_, Assessor's Parcel No. \_\_\_\_\_ located in the City and County of San Francisco, State of California.

I have reviewed the attached SUR Map that indicates the location of the proposed vacation of Street Purposes of

\_\_\_\_\_ from \_\_\_\_\_ to

\_\_\_\_\_, or Public Easement as shown on the attached SUR Map.

I agree with, and support the request for the proposed Street or Public Easement Vacation.

Signed by all Owners of Record of this property:

\_\_\_\_\_  
(Signature)

Print Name: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

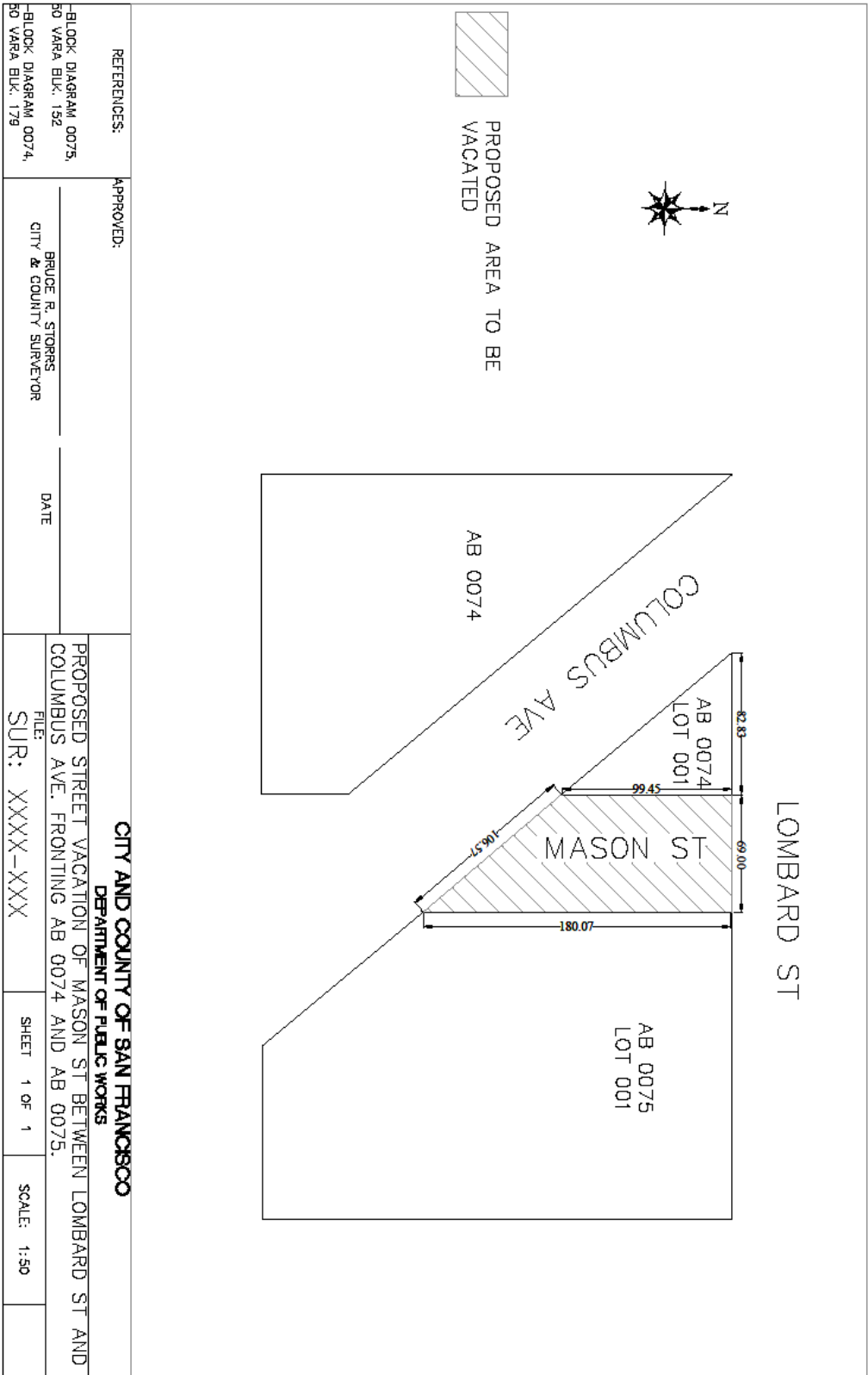
Print Name: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Print Name: \_\_\_\_\_



# F. SAMPLE SUR MAP



|  |  |   |                                   |                     |                    |
|--|--|---|-----------------------------------|---------------------|--------------------|
| <p>REFERENCES:</p> <p>-BLOCK DIAGRAM 0075,<br/>SD VARA BLK. 152</p> <p>-BLOCK DIAGRAM 0074,<br/>SD VARA BLK. 179</p> | <p>APPROVED:</p> <p>BRUCE R. STORRS<br/>CITY &amp; COUNTY SURVEYOR</p> <p>DATE</p> | <p><b>CITY AND COUNTY OF SAN FRANCISCO</b><br/><b>DEPARTMENT OF PUBLIC WORKS</b></p> <p>PROPOSED STREET VACATION OF MASON ST BETWEEN LOMBARD ST AND COLUMBUS AVE. FRONTING AB 0074 AND AB 0075.</p> | <p>FILES</p> <p>SUR: XXXX-XXX</p> | <p>SHEET 1 OF 1</p> | <p>SCALE: 1:50</p> |
|--|--|---|-----------------------------------|---------------------|--------------------|

## **G. INFORMATION FOR CITY PLANNING**

All legislation that goes to the Board of Supervisors must include a determination by the Planning Department that the requested vacation is in compliance with the General Plan and is consistent with the Eight Priority Policies of Planning Code Section 101.1. You must submit two copies of a completed General Plan Referral and its associated photos, and fee. The Department of Public Works will forward your General Plan Referral applicaiton to the Planning Department for review.

*Download and complete the General Plan Referral Application which is available at the website of the San Francisco Planning Department:*

<http://www.sf-planning.org/index.aspx?page=2611#g>

*The SF Planning Department fee schedule can also be found on Planning's website:*

<http://www.sf-planning.org/Modules/ShowDocument.aspx?documentid=513>

*Complete the application for the General Plan Referral and include a check or money-order for the required fee as indicated in the Application.*