



**City and County of San Francisco**  
San Francisco Public Works · Bureau of Street Use and Mapping  
Office of the City and County Surveyor  
49 South Van Ness Ave, Suite #300, San Francisco, CA 94103  
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# **PUBLIC STREET / EASEMENT VACATION APPLICATION**

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## A. PUBLIC STREET/PUBLIC EASEMENT VACATION PROCEDURE

After a complete vacation application has been submitted, San Francisco Public Works will initiate an investigation of the requested vacation with city agencies and utility providers. The Public Works (PW) fee for the investigation is **a per linear block, or portion of a block fee. Please check the subdivision website (<http://sfpublicworks.org/services/subdivisions-and-mapping>) for a current fee schedule.** This non-refundable fee must be submitted in full with the application.

A draft SUR-Map must be submitted to PW as part of the application. The SUR-Map must be based upon a field survey which clearly and accurately depicts the proposed vacation area. A legal description and legal exhibit, which are signed by a licensed Land Surveyor or pre-1982 Civil Engineer, must be submitted along with the SUR.

Vacation legislation 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 complete General Plan Referral application to the Planning Department for review. Once approved, please forward and/or email a copy of the approved General Plan Referral to our office.

It is recommend that you contact the Real Estate Division (RED) to negotiate a purchase-sales agreement while PW is performs its investigation. When PW provides RED a favorable recommendation and a purchase-sales agreement is agreed upon, RED will finalize legislation for the proposed vacation and submit the legislation, the proposed contract, and PW's report and recommendation to the Board of Supervisors.

Upon submitting legislation to the Board, it will typically take two weeks for the legislation to be introduced. After introduction the legislation will be referred to committee for a public hearing. Unless the President of the board waives the requirement, the legislation will be placed on a 30 day hold prior to being heard by the committee. Once approved by committee 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. The legislation becomes effective 30 days after the mayor has signed. Deeds can then be exchanged between the applicant and RED,

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).

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

## B. VACATION APPLICATION ASSEMBLY

Item	Instructions
<p>1. USB Drive and Email</p>	<p>Complete, scan, and place the following items on a USB flash drive and email the contents in a ZIP file. Please note that PW will not return the media that you provide.</p> <ul style="list-style-type: none"> <li>a. Cover letter Your letter should provide basic information about your project. At a minimum you should provide the reason why the vacation is being requested, and how the area will be used should the vacation be approved? A sample letter is provided to you in section (C) of this application package.</li> <li>b. Applicant Information Fill out the application information sheet in section (D) of this application. Our office has a strict single point of contact policy. The only person/company that will be contacted concerning the application will be the person listed on this form.</li> <li>c. SUR-Map You will have to contract a private land surveyor to survey the area that you are requesting to be vacated. A draft SUR-map should be submitted in 11 x 17 format. A sample SUR is provided in section (F) of this application</li> <li>d. Legal description &amp; Legal exhibits Your land surveyor will have to prepare a legal description and associated legal exhibits for the proposed vacation area.</li> <li>e. Adjoining Owners Consent Form In the event that your property is not the only property adjoining the vacation area you will have to contact all of the owners that are adjoining the vacation area. You must provide a letter similar in format as the sample provided in section (E) of this application. In the event that an adjoining owner refuses to sign a consent form you can provide a letter stating when you contacted the owner, the method used to contact the owner, and the amount of times that you reached out to the owner.</li> </ul>
<p>2. Public Works Fee</p>	<p>Submit a check made payable to <b>Public Works</b> in the full processing fee amount. Please check the Public Works website (<a href="http://sfpublicworks.org/services/subdivisions-and-mapping">sfpublicworks.org/services/subdivisions-and-mapping</a>) for the current fee schedule.</p> <p>The per-linear block, or portion of a block, fee listed in the fee schedule is for basic vacations. In the event that your project requires additional review time you will be billed a time and materials recovery fee.</p>
<p>3. General Plan Referral application</p>	<p>From the SF Planning Department website download and complete the General Plan Referral (GPR) application. A link is provided in section (G).</p> <ul style="list-style-type: none"> <li>a. Review all requirements in GPR application, items (1) through (9) .</li> <li>b. Concurrently, submit a copy of the completed GPR application to PW</li> </ul>

## C. SAMPLE COVER LETTER

Date

Application for Public Street Vacation  
Director of Public Works  
49 South Van Ness Ave, Suite #1600,  
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.

**Provide the purpose that the vacation is being request for and the intended use of the vacated street/easement:**

Respectfully,

**Provide your signature**

Attachment: Application Packet

## D. APPLICANT INFORMATION PAGE

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

## E. SAMPLE ADJOINER OWNER LETTER

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

Date:

Re: Proposed Street Vacation/ Public Easement

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: \_\_\_\_\_

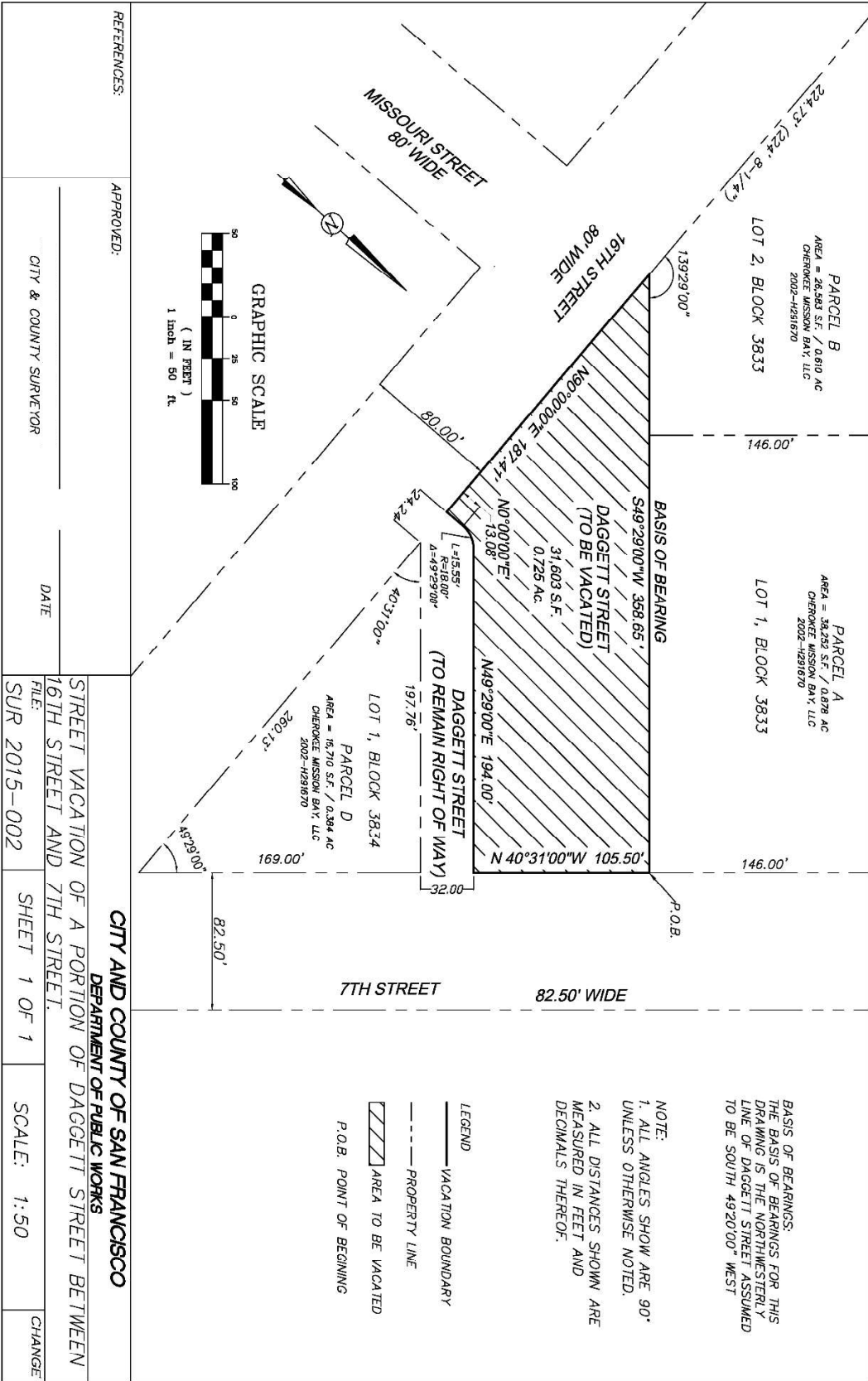
\_\_\_\_\_  
(Signature)

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

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

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

# F. SAMPLE SUR MAP



## **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 application 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:*

<https://sfplanning.org/resource/gpr-application>

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

<https://sfplanning.org/resource/fee-schedule-applications>

*Complete the application for the General Plan Referral.*