Town of Hillsborough

Public Works Department/Engineering Division

1600 Floribunda Avenue, Hillsborough CA 94010
Ph: (650) 375-7444 Fax: (650) 548-0859

APPLICATION FOR EASEMENT ABANDONMENT

Name of Applicant/Owners: _____ **TEL:** _____

Address: _____ **CELL:** _____

City, State: _____ **Zip Code:** _____

Project Address: _____

Description of easement to be abandoned:_____

_____

_____

Reason for Requesting Easement Abandonment:_____

_____

_____

PRELIMINARY STAFF REVIEW:

Staff shall notify applicant of the appropriateness of the application within 30 days of submittal. Only those applications which are found appropriate will be processed.
Following a preliminary staff review and determination that the request for abandonment is appropriate, all of the following items must be submitted for processing to be considered a complete application:

1. **Processing Fee** – receipt must be submitted to the Department of Public Works.
2. **Utility Clearance Letters** – See **"Submittal Requirements"** on attachment.
3. **Legal Description & Plat of Area to be Abandoned and/or to be Rededicated** – prepared by a licensed Land Surveyor.
4. **Proof of Ownership** – see **"Submittal Requirements"** on attachment.

AFFIDAVIT/SIGNATURE(S): The Undersigned person(s), having an interest in the above-described property, hereby make this Application in accordance with the provisions of the Town of Hillsborough Municipal Code; and hereby certify that the information given herein is true and correct to the best of my/our knowledge and belief.

_____ _____

Owner's Name or Agent (Print Name) **Date**

_____

Owner's Name or Agent (Signature)

Updated: 1/2013 by Engr. Dept.

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APPLICATION PROCESS

1. All application submittals shall be made attention to the "Public Works Department" and at the Building Department, Town Hall.
2. All fees shall be submitted to the Building Department's permit counter in the form of a check, payable to Town of Hillsborough and noting "easement abandonment" or brief description.
3. Upon receipt of the application package, a representative reviews the submittal for the required information and completeness.
4. The applicant will be notified after the abandonment submittal has been checked. The applicant shall correct and submit revised applications and resubmit the application for verification. If no corrections are required, the original may be submitted for approval.
5. Applicant must notify all utility companies of abandonment and obtain written approval (i.e. Clearance Letters). See sample letter to be sent to utility companies.
6. All submittals must be completed and acceptable to the Town Engineer prior to Town Council approval.
7. Staff schedules the abandonment for Town Council approval. (Resolution must be recorded)
8. Once Town Council approves abandonment the actual transfer of property is completed by a quit claim deed, prepared by the Town.
9. If applicable, the applicant must submit a Lot Line Adjustment (LLA) application, required documents, and fees to merge the lots (see Lot Line Adjustment requirements) through the Building Department's permit counter.
10. The abandonment documents (quitclaim deed, legal description & plat) will be sent to the San Mateo County Recorder's Office for recordation.

SUBMITTAL REQUIREMENTS

Prior to submittal of an application, the applicant shall contact the Engineering and Planning Divisions to verify that the Abandonment will not violate any Town requirements. The following items must be included in the original submittal package.

1. The original application completed and signed by the owner.
2. Utility clearance letters. (Applicable requirement if easement is owned otherwise by the Town.)
3. Three (3) original copies of the legal description and plat completed and signed by a qualified Registered Civil Engineer or Land Surveyor. The Plat must comply with the Plat Map Requirements below.

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SUBMITTAL REQUIREMENTS (*continued)*

4. For Abandonment of excess right-of-way: a separate map showing structures, walls, fences and trees located adjacent to the adjusted lot line(s), sufficient to determine the location of these facilities with respect to the new lot line(s). Structures adjacent to the adjusted lot line(s) must be shown so that setback requirements can be verified.
5. Two (2) copies of the title reports for all parcels prepared within 6 months of application filing.
6. Two (2) copies of the Easement Quit Claim Deed for the easement owner.
7. Two (2) copies of all referenced maps and documents used for the description and plat map.
8. Submittal of abandonment processing fee per current fee schedule.
9. Submittal of LLA requirements if submitting abandonment of excess right-of-way.
10. Any other information deemed reasonable and necessary by the Town Engineer or Community Development Director.

LEGAL DESCRIPTION AND PLAT MAP SUBMITTAL REQUIREMENTS

The Easement Abandonment plat shall be drawn in a manner acceptable to the Town Engineer and County of San Mateo for recording. All sheets shall be on 8 ½" x 11" sheets. The plat shall include:

1. All bearings and distances appropriate for the description and clarity.
2. Dedication/Abandonment area, in square feet, to be indicated on plat and legal description.
3. For dedications/Abandonments, remainder area/new area of parcel, in square feet, to be indicated on plat.
4. Existing designations such as number, subdivision number and the subdivision recording date.
5. All existing and proposed easements for public and private purposes.
6. Abutting lot recording information.
7. Identify abutting streets, alleys, centerlines, right-of-way, and widths.
8. Identify the basis of bearings on plat and legal description (provide record map/document).
9. North arrow and scale.
10. Legal description shall be titled "Exhibit A, Legal Description".
11. Vicinity map, if necessary.
12. Wet stamped and signed Engineer/Surveyor seal on legal description and plat.
13. Other pertinent information needed for clarity. (Town plan checker may ask for further information.)