



CITY OF MENIFEE

Engineering Department

VACATION REQUIREMENTS

1. A legal description (signed and sealed by a surveyor/engineer) of the proposed vacation.
2. A plat (signed and sealed by a surveyor/engineer) 8 ½" x 11" in size, with a distinct border outlining the area to be vacated.
3. Copies of documents vesting title in current ownership (grant deed, etc.).
4. A Preliminary Title Report dated no older than 6 months from date of submittal.
5. Transmittal/coversheet from engineer/surveyor/applicant with current address and phone number.
6. Deposit:
 - \$4,620.00 (payable to the City of Menifee)
 - \$10,000 Initial Deposit if involving Public Road currently in use with charges at the fully allocated hourly rates of involved personnel plus any outside costs
7. A completed vacation request information sheet. If the applicant is other than the property owner, a property owner authorization form must also be completed by the property owner.
8. A completed, signed and notarized, property owner authorization, from adjacent property owners, or any owners whose property may be affected.
9. Please return the above items to:
City of Menifee
Engineering Department
29844 Haun Road
Menifee, CA 92586

*The approval/denial is a discretionary action by City Council.

*Regardless of the Council's action, charges incurred are non-refundable.

CITY OF MENIFEE
Engineering Department

VACATION REQUEST INFORMATION

Date: _____

APN: _____

City File No.: _____

(FOR CITY USE)

Type of Vacation: (check one)

Road

Name of Road(s): _____

Drainage Easement

Access Restriction

Other _____

Applicant: (check one)

Owner

Engineer / Surveyor

Other _____

Name: _____

Address: _____

_____ Zip code: _____

Phone: () _____

Reason for Vacation: _____

Attach exhibit that shows the location and limits of the proposed vacation.

Date: _____

Applicant Signature

Print Name



CITY OF MENIFEE
Engineering Department

PROPERTY OWNER AUTHORIZATION

Date: _____

APN: _____

I/WE hereby request the vacation of (describe easement / dedication to be vacated):

_____ adjoining our property.

Date: _____

Signature

Print Name

Date: _____

Signature

Print Name

PLEASE SIGN NAMES AS THEY APPEAR ON THE GRANT DEED AND HAVE SIGNATURES
ACKNOWLEDGED BY A NOTARY PUBLIC.

Comments: _____

