

VACATION APPLICATION INSTRUCTIONS **(Abandonments)**

1. The preliminary request shall be in writing, accompanied by an application with a map of the area to be vacated, and submitted to Karen A. Laws, Principal Real Property Agent, Public Works Department, Real Estate Division, 255 Glacier Drive, Martinez, California 94553. **An initial evaluation will be conducted and the applicant notified as to the acceptability of the request.**
2. If acceptable, the applicant shall submit an **INITIAL** deposit of \$3,600 for the area (public roadway/service easement) to be vacated (checks payable to CONTRA COSTA COUNTY) to defray the costs of processing.
3. The Public Works Department will coordinate the processing of the application; check/or prepare the vacation map and description; notify utilities and other interested parties as appropriate; arrange for a review for compliance with the California Environmental Quality Act and with the General Plan through the appropriate Planning Agency; arrange for Planning Commission hearings as required; schedule a public hearing by the Board of Supervisors, if required; and arrange to publish or post notices when required by law.
4. After final action by the Board of Supervisors, expenses incurred in the processing of the application will be reported to the Accounting Department of Public Works.
5. The applicant will be notified of the decisions of the County. If there is a difference between the deposit and the charges, the applicant will be billed for the costs that exceed the deposit; or, refunded the amount the deposit exceeds the costs.
6. Processing can take two to six months to complete, depending on the complexity of the vacation requested. Applicant should be aware that vacations eliminate most public rights but do not transfer ownership of property. In some instances purchase of the area may also be necessary. The Real Estate Division may be contacted at (925) 313-2220 for additional details.