



City of Encinitas

Easement Vacation Procedures

1. Applicant/owner completes and submits a Vacation Checklist and Vacation of Public Right-of-Way Application Form (<https://www.encinitasca.gov/government/departments/applications-and-information/vacation-application>) with legal description and plat on 8 1/2" x 11" describing and illustrating the portion to be vacated. Provide a traverse closure.
2. Contact Leia Cabrera, Principal Engineer at lcabrera@encinitasca.gov to schedule a meeting to determine the validity of your easement vacation.
3. Staff creates EPL (City's internal processing system) Case Number.
4. Applicant/owner pays fees through the Customer Self Service (CSS) portal.
5. Staff reviews plat and legal description and provides comments to Applicant/Owner/Surveyor.
6. Staff prepares and distributes notices within a 500-foot radius from the boundaries of the subject property 90 days prior to hearing.
7. Staff posts notice of easement vacation in a local publication 90 days prior to hearing.
8. Staff provides utility companies 90 days to review the easement vacation concurrently with Step 7.
9. Staff schedules item for City Council for Consent 90 days after notifications, as identified in Steps 7 and 8 above, are routed.
10. Staff prepares Agenda Report and presentation for hearing.
11. Hearing is conducted at Planning Commission or City Council Meeting.
12. If easement vacation is approved, staff requests applicant/owner to sign documents.
13. Title Officer picks up documents for recordation and returns original recorded documents to City. If applicant does not have a Title Officer, Staff will record the documents.
14. Staff uploads final approved documents to CSS.
15. Process timeline: approximately a six (6) month long process.