



## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

### STREET, ALLEY, AND WALKWAY VACATIONS

A Vacation refers to the complete or partial abandonment or termination of the public's right to use a street, alley, or pedestrian walkway.

Standard and Summary Vacations are processes for vacating unneeded rights-of-way for streets, alleys, and pedestrian walkways.

- *Summary Vacations* may occur when:
  1. the street has been superseded by relocation, unless such vacation would either cut off all access to a person's property that, prior to relocation adjoined the street, or terminate the public street;
  2. the street has been expended for impassable for vehicular travel for five years and no public money has been expended for maintenance during such period;
  3. excess right-of-way is no longer needed for street purposes; or
  4. a portion of a street lies within property under one ownership and does not continue through such ownership or end touching the property of another.

Summary Vacations are not available if there are in-place public utility facilities that are in use which would be affected by the vacation.

- *Standard Vacation*  
Any vacation not considered a Summary Vacation shall be deemed a Standard Vacation.

#### **APPLICATION PROCESSING**

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Refer to flow chart forms found in Article IX of the Zoning Code, Chapter 19.890 – Street, Alley and Walkway Vacations.

#### **PLANNING FEES**

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See current Fee Schedule (*FILING FEES ARE GENERALLY NOT REFUNDABLE*)

#### **REQUIRED ITEMS FOR FILING**

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Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that Staff, the Zoning Administrator, and the Planning Commission are not familiar with the property and need this information to evaluate your project. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.

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Drawing Assembly: Staple blueprints in sets along the left margin, plot plan on top and elevations below. Fold to approximately 8 ½" x 14" size (We cannot accept drawings or materials that cannot be folded down to approximately 8 ½" by 14.")

Submittal of the following items shall be required for the application to be deemed complete:

- One (1) copy of the completed General Application form.**
- One (1) copy of the most recent Grant Deed**  
A complete and accurate legal description of each parcel involved. (A deed can be obtained from a Title Company).
- One (1) copy Hazardous Site Review Questionnaire**
- One (1) copy Hazardous Materials Questionnaires**
- One (1) copy Environmental Information Form:** (For use in preparing the Initial Study)  
The Planning Division may, during the course of its initial review of the application, determine that additional information is required, such as biological, traffic, noise or archeological studies. The Planning Division may require the submittal of supplemental materials as necessary.
- Three (3) copies of the Plat Map showing the subject property to be Vacated**
- One (1) copy Petition of Property Owners**  
The petition must be signed by 60% of the adjacent and affected property owners requesting the Vacation
- One (1) CD with electronic versions of all exhibits in PDF or JPEG format**

## WHEN APPLICABLE THE FOLLOWING ITEMS WILL ALSO BE REQUIRED:

- With the exception of Rezoning, General Plan Amendments, Specific Plan Amendments, and Heliports/Helistops which require RCALUC review, all projects within an airport influence area will be reviewed by the Planning Division for compliance with the Riverside County Airport Land Use Compatibility Plan. For more information, please refer to the "Riverside County Airport Land Use Compatibility Plan Project Review" handout.
- If your project is located within 1,000 feet of a military installation (March Air Reserve Base), beneath a low-level flight path, or within special use airspace (as defined in Section 21098 of the Public Resource Code), a Military Notification Process is required. For more information, please refer to the "Military Notification Process for Local Planning Proposals and Development Permit Applications" handout.
- Soils testing shall be conducted by a qualified soils engineer for all project sites known to contain hazardous materials, for sites where known hazardous materials contamination may have existed, or for sites where hazardous materials may inadvertently be discovered during the construction of projects. The soils report shall be submitted to the City for the evaluation of hazardous chemical levels, and if necessary, the report shall indicate if remediation is needed to achieve less than significant levels of hazardous chemicals in the soil. Proper investigation, and remedial actions if necessary, including a work plan,

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should be conducted under the oversight of, and with the approval of, a government agency prior to the construction of the project.

- Soils testing shall be conducted by a qualified soils engineer for all project sites where the last known use was agriculture or an agriculture-related activity (including where weed abatement has occurred) as the onsite soils might contain pesticides, herbicides, agricultural chemical, organic waste, or other related residues. The soils report shall be submitted to the City for the evaluation of hazardous chemical levels, and if necessary, the report shall indicate remediation is needed to achieve less than significant levels of hazardous chemicals in the soil. Proper investigation, and remedial actions if necessary, including a work plan, should be conducted under the oversight of, and with the approval of, a government agency prior to the construction of the project.

3900 Main Street – Third Floor, Riverside, CA 92522

Phone: (951) 826-5371 / Fax: (951) 826-5981

[www.riversideca.gov/planning](http://www.riversideca.gov/planning)