



Right of Way Vacation Application Checklist and Procedures

1. The release of dedicated right-of-way for use for other purposes known as a "right-of-way vacation" or street abandonment is subject to the provisions and requirements of the California Streets and Highways Code Section 8300-8363. The processing of a right-of-way vacation typically accompanies a development application and is shown on a parcel or tract map but may also be processed separately from a development application.
2. Prior to the Planning Bureau accepting an application for a General Plan Conformity Finding, the applicant must provide written proof from the Public Works Department stating the project is cleared to proceed with this process.
3. The following information shall be filed with the completed Planning Permit Application (General Plan Conformity Finding):
 - ☐ Preliminary title report that is specific to the portions of the right-of-way that are to be vacated
 - ☐ Preliminary right-of-way vacation map that contains the following information:
 - ☐ North arrow
 - ☐ The scale shall be as large as possible to show the area being vacated and its relationship to surrounding properties.
 - ☐ The overall area to be vacated needs to be clearly indicated and its overall area in **square feet** shown on plans.
 - ☐ The location of all existing utilities, including water, sewer, storm drain, telephone, gas, cable TV, streetlights, fire hydrants and any other public infrastructure.
 - ☐ Easements listed in the title report or otherwise in effect.
 - ☐ The existing frontage improvements for all streets adjacent to the property; include sidewalk, curb, gutter, driveway approach, storm drain inlets, retaining walls, parkways, and street trees.
 - ☐ The footprint of all structures on lots adjacent to the proposed abandonment and provide the dimensions of the building setbacks to the proposed right-of-way line.
4. For more information on processing, please see [LBMC Section 20.08.170](#).

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.