

## LAND DEVELOPMENT ENGINEERING & SURVEYING

### **ABANDONMENT PROCEDURES**

<b><u>RESPONSIBILITY</u></b>	<b><u>ACTION</u></b>
Applicant	1. Submits application to LDE&S with \$5,744 fee on form supplied by LDE&S.
LDE&S	2. Receives above and sets up file for that particular abandonment.
Applicant	3. Prepares the following: <ul style="list-style-type: none"><li>a. Exhibit map (500 scale &amp; Tract Map, Parcel Map, Record of Survey)</li><li>b. Legal description</li><li>c. Form letter of consent, including file copy.</li></ul>
LDE&S	
LDE&S	4. Sends the following material to affected utilities and public agencies with copy to applicant: <ul style="list-style-type: none"><li>a. Exhibit maps</li><li>b. Copy of application</li><li>c. Form letter of consent</li></ul>
Affected Utilities and Public Agencies	5. Receives above packages and completes form letter of consent.
Affected Utilities and Public Agencies	6. Sends form letter of consent to LDE&S.
LDE&S	7. Receives completed form letter of consent.
LDE&S	8. Prepares form Resolution of Intention and Resolution of Abandonment approved by County Counsel.
LDE&S	9. Prepares memo to Board of Supervisors to accompany the following: <ul style="list-style-type: none"><li>a. Resolution of Intention</li><li>b. Proposed Resolution of Abandonment to be adopted at Public Hearing</li><li>c. Form letter of consent</li><li>d. Exhibit map</li><li>e. Application</li></ul>

## **ABANDONMENT PROCEDURES** (Cont'd.)

### **RESPONSIBILITY**

### **ACTION**

Clerk of the Board of Supervisors	10. Receives above packages and agendas.
Board of Supervisors	11. Adopts Resolution of Intention, orders Clerk to publish it and the notice of hearing, for 2 consecutive weeks in newspaper of general circulation, and sets time and place for hearing (no less than 15 days).
Board of Supervisors	12. Orders posting of Resolution of Intention and the notice of hearing (no less than 15 days prior to date of hearing).
Clerk of the Board of Supervisors	13. Publishes Resolution of Intention and notice of hearing (no less than 15 days from adoption to Resolution of Intention).
Clerk of the Board of Supervisors	14. Executes certificate of publishing (done by the Post-Record which mails the certificate to Clerk of Board of Supervisors).
LDE&S	15. Posts copies of Resolution of Intention and the notice of hearing (which shall be the newspaper notice) along with easement (no less than 15 days prior to public hearing).
LDE&S	16. Executes certificate of posting and files it with Clerk of Board of Supervisors.
Board of Supervisors	17. Holds public hearing, hears all evidence and makes its findings.
Board of Supervisors	18. Adopts Resolution of Abandonment ordering vacation of easement and directs Clerk of Board of Supervisors to cause recordation.
Clerk of the Board of Supervisors	19. Causes Resolution of Abandonment to be recorded.
Recorder	20. Records Resolution of Abandonment.
Clerk of the Board of Supervisors	21. Notifies applicant and affected utilities and public agencies of the results of the hearing.

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