



APPLICATION CHECKLIST  
**EASEMENT ABANDONMENT (EA)**

A request for an Easement Abandonment requires one (1) public hearing before the City Council. Processing time is normally eight (8) weeks, however, it is dependent upon the number of similar requests before the City. **The applicant or the applicant's representative must be present at all public hearings to answer questions.**

Applications shall be reviewed for compliance with the submittal requirements. **Applications submitted without the required information are not required to be accepted for processing.**

**Application Submittal Requirements:**

- A. One (1) copy of the completed application form, with an **address approved by City of Roseville Development Services Department - Addressing** and all required **original signatures**.
- B. The required processing fee (refer to fee schedule) (There is an additional fee for City preparation of the radius list).
- C. One (1) copy of a preliminary title report, current within 6 months.
- D. A metes and bounds legal description of the property or easement.
- E. Twenty Five (25) copies of an exhibit map drawn to scale (engineer's scale - no smaller than 1" = 40') indicating:
  - \_\_\_ Property lines
  - \_\_\_ Building setback lines
  - \_\_\_ Existing and proposed buildings and other structures on site
  - \_\_\_ Driveways and parking spaces
  - \_\_\_ All planted areas and areas to be planted (include location of existing trees)
  - \_\_\_ Entrances, exits, and walkways
  - \_\_\_ Trash enclosures and other site improvements
  - \_\_\_ Existing and proposed fencing
  - \_\_\_ Existing easements and type
  - \_\_\_ Proposed boundaries (lot line adjustments only)
  - \_\_\_ Street names
  - \_\_\_ Project name
  - \_\_\_ A vicinity map
  - \_\_\_ North arrow and scale
  - \_\_\_ Summary of project statistics including zoning
  - \_\_\_ One (1) 8 ½" x 11" reproducible copy
- F. Additional information as deemed necessary by the Planning Division.

**NOTE: All exhibits larger than 8 ½" x 11" must be INDIVIDUALLY FOLDED prior to submittal.**

If you have questions, call the Planning Division at (916) 774-5276 (California Relay Service 1-800-735-2929) or staff is available at 311 Vernon Street, Roseville, CA 95678