



CITY OF MORGAN HILL

DEVELOPMENT SERVICES CENTER – LAND DEVELOPMENT ENGINEERING

17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236

Website Address: www.morgan-hill.ca.gov

**PUBLIC STREET VACATION
APPLICATION COMPLETENESS CHECKLIST**

APPLICATION PURPOSE

Vacation of a public street: the complete or partial abandonment or termination of the public right to use a street, highway, or public service easement, per the streets and highway code. The area vacated would then revert to the owner of the underlying fee interest for their own use. Staff will prepare report(s) for the required public hearing(s) for City Council approval.

SUBMITTAL CHECKLIST

The following checklist must be completed and submitted with each application. Please check **every** item as either “Y” for items that are included with the application, “N” for items that are not included with the application, or “NA” for items that are not applicable to the application. Items without an “N” checkbox are minimum requirements initially due with the application.

	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>Submittal Item</u> (application will be rejected if items are incomplete)
1.	<input type="checkbox"/>			Completed Engineering Review Application
2.	<input type="checkbox"/>			Vacation documents - Plat and description of proposed public street vacation; Two (2) sets (size 8.5” x 11”)
3.	<input type="checkbox"/>			Closure Calculations of vacation area
4.	<input type="checkbox"/>			Title Report – Preliminary <u>report dated not more than 3 months old</u>
5.	<input type="checkbox"/>			Grand Deed – Most current grant deed matching vesting on Title Report
6.	<input type="checkbox"/>			Title Report Backup Documents <ul style="list-style-type: none">• Copy of the recorded deed• Copy of easements and dedications• Copy of recorded map
7.	<input type="checkbox"/>			Topographic Survey - One (1) set (24” x 36”) <ul style="list-style-type: none">• Survey of site located relative to proposed vacation area
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of adjoining deeds, recorded maps, easements used as reference
9.	<input type="checkbox"/>			Digital copies (include AutoCAD file) of ALL hard copy submittal items above , by download or submitted in a flash drive
10.	<input type="checkbox"/>			Review Fee: \$ 16,095* <i>Check made payable to City of Morgan Hill</i> *(Effective 07/01/25, Service No. 106, AC# 206-38737)

				Note: (a) the review fee covers three (3) plan reviews; additional fees will be charged at an hourly rate of \$230 per hour, starting with the 4th plan review. (b) Approved review, which resubmits for changes (revisions), are also subject to additional review fees at \$230 per hour.
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FINAL SUBMITTAL

1.	<input type="checkbox"/>	Vacation Description titled (Signed and Stamped by a Land Surveyor): EXHIBIT A DESCRIPTION TO ACCOMPANY THE VACATION OF A PORTION OF [ADD STREET NAME]
2.	<input type="checkbox"/>	Vacation Plat titled (Signed and Stamped by a Land Surveyor): EXHIBIT B PLAT TO ACCOMPANY THE VACATION OF A PORTION OF [ADD STREET NAME]
3.	<input type="checkbox"/>	Quitclaim Description titled (Signed and Stamped by a Land Surveyor): EXHIBIT A DESCRIPTION TO ACCOMPANY THE QUITCLAIM OF A PORTION OF [ADD STREET NAME]
4.	<input type="checkbox"/>	Quitclaim Plat titled (Signed and Stamped by a Land Surveyor): EXHIBIT B PLAT TO ACCOMPANY THE QUITCLAIM OF A PORTION OF [ADD STREET NAME]

OFFICE USE ONLY	
Date Received:	
PW File Number:	
Project Address or APN:	