STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION **VACATION MEMO TO LOCAL AGENCIES (Example)**

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STATE OF CALIFORNIA-CALIFORNIA STATE TRANSPORTATION AGENCY	EDMUND G. BROWN Jr., Gover
DEPARTMENT OF TRANSPORTATION	All and a second se
DISTRICT [Enter District Number]	
[Enter District Mailing Address1]	
[Enter District Mailing Address2] PHONE [Enter Phone Number]	Serious drought.
FAX [Enter Fax Number]	Help save water!
TTY 711 www.dot.ca.gov	
[Enter Date]	[Enter File No.]
[Ener Date]	[Enter Phe No.]
[Enter Local Agency – i.e., County of / City of]	
[Enter Name of Governing Body – i.e., Board of Supervise	ors / City Council]
[Enter Local Agency Mailing Address1]	
[Enter Local Agency Mailing Address2]	
Enclosed is a map showing portions of State Highway ri	abt of way no longer needed over which the
State has only an easement for public road purposes and	
Section 8330.5 of the Streets and Highways Code provid	
Commission (Commission) shall offer to relinquish this right of way to the local agency pursuant to Section 73 of the Streets and Highways Code. If your agency does not want the State Highway right of	
Section 73 of the Streets and Highways Code. If your agency does not want the State Highway right o way, the Commission may proceed with a vacation of the right of way.	
way, the commission may proceed with a vacation of th	e light of way.
Section 8313 of the Streets and Highways Code provide:	s that the Commission shall consider any
general or master plan adopted by the local agency prior	to vacating State highway right of way.
Section 892 of the Streets and Highways Code provides	that State Highway right of way shall not be
vacated until the local agency having jurisdiction over th	
determine whether the rights of way or parts thereof cou	
transportation facilities. If an affirmative determination	
right of way will be made available to you for such deve	
procedures of Sections 104.15 and 887.6 of the Streets a	nd Highways Code and Section 14012 of the
Government Code.	
Please notify this office whether or not your agency wan	
way for highway purposes or nonmotorized transportation	
whether or not this vacation of the right of way would be	e incompatible with any general or master plan
of your agency.	
This letter provides you with notice of our present intent	tion to submit this vacation to the Commission
at a regular meeting following a period of 90 days from	
<u>Circumbra</u>	
Sincerely,	
[Enter Name]	
[Enter Title – i.e., Right of Way Engineering]	
Enclosure	
"Provide a safe, sustainable, integrated and effic	
to enhance California's economy an	ad livability: " Rev 7/20