

**APPLICATION PROCEDURE  
FOR  
VACATION (ABANDONMENT) OF PUBLIC RIGHT-OF-WAY  
OR PUBLIC EASEMENT  
(UPDATED MARCH 2020)**

The City Council of the City of Palm Springs, California is authorized by Chapter 3, Part 3, Division 9 of the California Streets and Highways Code (Section 8320), to vacate and close right-of-way and/or easements dedicated for public streets, utilities, sidewalks, or parts thereof, within City limits, pursuant to notification to the public regarding the vacation and a subsequent public hearing.

**FROM APPLICANT**

1. Submit the attached Right-of-Way/Public Easement Vacation application with applicable information filled in.
2. Submit signed and notarized owners' affidavit for property(ies) adjoining vacation area.
3. A Preliminary Title Report not more than three (3) months old for each subject property.
4. Please check the City website for the latest fee amount. Please call the Engineering Services department to pay the fee with a credit card. If you want to pay by check, you must mail check and all paperwork to:

City of Palm Springs Engineering Services  
3200 Tahquitz Canyon Way  
Palm Springs, CA 92262  
RE: Right-of-Way Vacation Application

**FROM THE ENGINEER/SURVEYOR**

*NOTE: Registered engineers CANNOT prepare and seal a legal description unless they are licensed BEFORE January 1, 1982 (registration number must be lower than 33965).*

**EXHIBIT "A":**

- a. Approved METES and BOUNDS legal description of public right-of-way or public easement to be vacated, labeled as EXHIBIT "A".
- b. Closure reports for vacation area configuration.

**EXHIBIT "B":**

- a. Plat labeled as EXHIBIT "B" 8-1/2" X 11" plat, on city form, prepared by a qualified professional (see NOTE above) that will show area of vacation described in Exhibit "A" using DWG/PDF borders from our website under DRAFTING STANDARDS..
- b. Bearings and distances will be shown sufficient to clearly indicate the proposed vacated area. Tables may be used if so desired.
- c. Existing edge of pavement or curb, gutter, sidewalk, and all existing structures within proposed right-of-way/easement with dimensions to nearest lot lines.
- d. Location map of site within City of Palm Springs showing nearest intersecting major thoroughfares.
- e. North arrow, pointing up or to the right with scale of drawing. Scale must be sufficient to clearly show what is being contemplated. Use engineer's scale only.
- f. Show final square footage and acreage for area of vacation.

**FOR INTERNAL CITY ROUTING**

1. Applicant/consultant will email application and required paperwork to the Palm Springs Engineering Department at [engineering-submit@palmspringsca.gov](mailto:engineering-submit@palmspringsca.gov).
2. The City will contact applicant/consultant to process application fee, if it has not been paid (See 4.). Once fee is processed, the City will forward the required paperwork and application to City Plan Checker for review and comment.
3. Plan Checker will email to the consultant (see Account Setup) with a link to download the review comments and redlines. Consultant will address comments and upload new documents per the link on the same email. **This process will repeat as needed until all plan checker comments are completely addressed.**
4. Plan Checker will email notification of vacation to all public utility agencies for review. The City shall give the utility companies thirty (30) days to review and respond to the vacation application
5. If utility agency facilities are impacted within the right-of-way vacation, the agencies will instruct the City if an easement is to be reserved or if their facilities are to be relocated out of the proposed vacation area. Public utility companies and the City have the right to reserve an access easement within the vacation area for emergency vehicle use and public utility maintenance. A public utility agency has the right to DENY the vacation request. If so, the process stops. Application money is NOT refunded to the applicant.
6. After all public agencies have responded, the City will prepare a staff report for placement at the next available Planning Commission meeting for a finding of consistency with the General Plan. If the Planning Commission approves the proposed the proposed vacation, the City Engineer will be notified.\*
7. If the Planning Commission approves the vacation, the City will prepare a staff report for placement at the next available City Council public hearing for final discussion and approval of the right-of-way/easement vacation resolution.\*
8. Public notice of the hearing will be published in the local media through local newspaper. Notices will be posted at the vacation area site for the general public to view.\*
9. If the City Council approves the vacation, the approved resolution will be circulated to the City Manager, City Clerk, and City Attorney for final signatures, and then returned to the City Engineer for recording.
10. Once the approved vacation resolution is recorded, the applicant may be issued construction permits to remove street improvements, or as conditioned in the recorded resolution.

*\*Some right-of-way vacations may not need Planning Commission approval or a public hearing if there are no public utilities in the area. The City Council of the City of Palm Springs, California, is authorized by Chapter 4, Part 3, Division 9 of the Streets and Highways Code of the State of California (the "statute"), pursuant to Section 8334(a) of the statute: the legislative body of a local agency may summarily vacate an excess right-of-way of a street or highway not required for street or highway purposes without a public hearing. The City Council may approve the vacation as a consent item on the council meeting agenda.*



# City of Palm Springs Engineering Services Department APPLICATION FOR VACATION OF PUBLIC RIGHT-OF-WAY OR PUBLIC UTILITY EASEMENT

## APPLICANT INFORMATION:

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

## VACATION INFORMATION:

PUBLIC RIGHT-OF-WAY \_\_\_\_\_  PUBLIC EASEMENT \_\_\_\_\_  
(ROAD NAME) (UTILITY TYPE)

DESCRIPTION OF VACATION AREA: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDRESS OF VACATION AREA: \_\_\_\_\_

ASSESSOR'S PARCEL NO. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_

STREET CLASSIFICATION: RESIDENTIAL  COLLECTOR  SECONDARY  MAJOR

EXISTING RIGHT-OF-WAY WIDTH: \_\_\_\_\_ FT. EXISTING STREET WIDTH: \_\_\_\_\_ FT.

**RIGHT-OF-WAY VACATIONS MUST GO THROUGH PUBLIC UTILITY REVIEW, PLANNING COMMISSION, AND PALM SPRINGS CITY COUNCIL APPROVAL PRIOR TO RECORDING. ALLOW 3 MONTHS MIN. FOR PROCESSING TIME.**

## THIS PORTION FOR CITY STAFF ONLY

**THIS APPLICATION MUST ACCOMPANY: OWNER'S AFFIDAVIT, LEGAL DESCRIPTION, PLAT OF DEDICATION AREA, AND PROCESSING FEE, BEFORE AN ENGINEERING SERVICES FILE NUMBER WILL BE ASSIGNED.**

AMT. PAID \_\_\_\_\_ CC RECEIPT NO. \_\_\_\_\_ CHECK NO. \_\_\_\_\_

SUBMITTAL DATE: \_\_\_\_\_ STAFF INITIALS: \_\_\_\_\_ ENG. FILE NO. R- \_\_\_\_\_ - \_\_\_\_\_

**OWNER'S AFFIDAVIT FOR VACATION OF RIGHT-OF-WAY**

IN ACCORDANCE WITH THE SUBDIVISION MAP ACT  
AND THE CITY OF PALM SPRINGS.

I (We), the undersigned, do hereby certify that I(we) am(are all) in agreement to the vacation of right-of-way as described on the attached legal description and plat and do hereby approve of, join in, and consent to the preparation and execution of the vacation of right-of-way procedures.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF \_\_\_\_\_ }

} SS

COUNTY OF \_\_\_\_\_ }

On \_\_\_\_\_, before me, \_\_\_\_\_, Notary Public,  
DATE

personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct. (Seal)

WITNESS my hand and official seal.

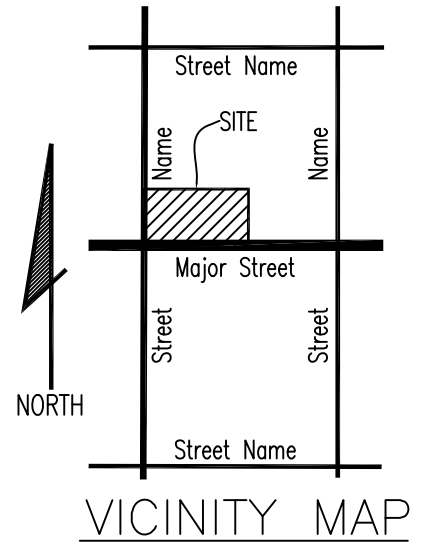
\_\_\_\_\_  
Signature of Notary

EXHIBIT "A"  
APPROVED LEGAL DESCRIPTION  
R XX-XX

PUBLIC R.O.W./PUBLIC EASEMENT BOUNDARY

\*\*\*METES AND BOUNDS DESCRIPTION OF VACATION BOUNDARY\*\*\*

# EXHIBIT "B"



CITY OF PALM SPRINGS ENGINEERING SERVICES

LEGAL DESCRIPTION:

SEE EXHIBIT "A"

APPROVED:

ERIK T. HOWARD, Engineering Resources Inc.

DRAWN BY: XXX

CHECKED BY: XXX

SCALE: 1"=XX'

DATE: XX/XX/XX

CPS FILE NO. R XX-XX-XXXX

SHEET NO. 1 OF X

DATE  
7648  
P.L.S.



**PETER ALDANA  
COUNTY OF RIVERSIDE  
ASSESSOR-COUNTY CLERK-RECORDER**

**Recorder**  
P.O. Box 751  
Riverside, CA 92502-0751  
(951) 486-7000

Website: [www.riversideacr.com](http://www.riversideacr.com)

**DOCUMENTARY TRANSFER TAX AFFIDAVIT**

**WARNING**

**ANY PERSON WHO MAKES ANY MATERIAL MISREPRESENTATION OF FACT FOR THE PURPOSE OF AVOIDING ALL OR ANY PART OF THE DOCUMENTARY TRANSFER TAX IS GUILTY OF A MISDEMEANOR UNDER SECTION 5 OF ORDINANCE 516 OF THE COUNTY OF RIVERSIDE AND IS SUBJECT TO PROSECUTION FOR SUCH OFFENSE.**

ASSESSOR'S PARCEL NO. \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_      I declare that the documentary transfer tax for this  
Property Address: \_\_\_\_\_      transaction is: \$ \_\_\_\_\_.

**If this transaction is exempt from Documentary Transfer Tax, the reason must be identified below.**

***I CLAIM THAT THIS TRANSACTION IS EXEMPT FROM DOCUMENTARY TRANSFER TAX BECAUSE: (The Sections listed below are taken from the Revenue and Taxation Code with the exception of items 9 and 10 which are taken from Riverside County Ordinance 516). Please check one or explain in "Other".***

1. \_\_\_\_Section 11911. The consideration or value of the property, exclusive of any liens and encumbrances is \$100.00 or less and there is no additional consideration received by the grantor.
2. \_\_\_\_Section 11911. The conveyance transfers to a revocable living trust by the grantor or from a revocable living trust to a beneficiary.
3. \_\_\_\_Section 11921. The conveyance was given to secure a debt.
4. \_\_\_\_Section 11922. The conveyance is to a governmental entity or political subdivision.
5. \_\_\_\_Section 11925. The transfer is between individuals and a legal entity or partnership, or between legal entities and does not change the proportional interests held.
6. \_\_\_\_Section 11926. The conveyance is to a grantee who is the foreclosing beneficiary and the consideration paid by the foreclosing beneficiary does not exceed the unpaid debt.
7. \_\_\_\_Section 11927. The conveyance relates to a dissolution of marriage or legal separation.  
(A spouse must sign a written recital in order to claim this exemption. This form may be used for that purpose.)
8. \_\_\_\_Section 11930. The conveyance is an *inter vivos* gift\* or a transfer by death.  
**\*Please be aware that information stated on this document may be given to and used by governmental agencies, including the Internal Revenue Service. Also, certain gifts in excess of the annual Federal gift tax exemption may trigger a Federal Gift Tax. In such cases, the Transferor (donor/grantor) may be required to file Form 709 (Federal Gift Tax Return) with the Internal Revenue Service.**
9. \_\_\_\_Section 8. The easement is **not** perpetual, permanent, or for life.
10. \_\_\_\_Section 9. The document is a lease for a term of **less** than (35) years (including written options.)
11. \_\_\_\_Other (Include explanation and legal authority) \_\_\_\_\_

***I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.***

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Name of Firm (if applicable)

\_\_\_\_\_  
Address of Affiant (including City, State, and Zip Code)

\_\_\_\_\_  
Telephone Number of Affiant (including area code)

**This form is subject to the California Public Records Act (Government Code 6250 et. seq.)**

For Recorder's Use:

Affix PCOR Label Here



**PETER ALDANA**  
**COUNTY OF RIVERSIDE**  
**ASSESSOR-COUNTY CLERK-RECORDER**  
[www.riversideacr.com](http://www.riversideacr.com)

**Assessor**  
 (951) 955-6200

**County Clerk-Recorder**  
 (951) 486-7000

**Mailing Address**  
 P.O. Box 751  
 Riverside, CA 92502-0751

**DOCUMENTARY TRANSFER TAX**  
 (Sections 11901-11934 of the Revenue & Taxation Code and  
 Riverside County Board of Supervisors Ordinance NO. 516.4)

**Section 2** of Ordinance 516.4 imposes a Documentary Transfer Tax on each deed, instrument or writing by which any lands, tenements, or other realty sold within the County of Riverside shall be granted, assigned, transferred, conveyed to, or vested in the purchaser or purchasers, or any other person or persons, by his, her, or their direction, when the consideration or value of the interest or property conveyed (exclusive of the value of any lien or encumbrance thereon at the time of sale, e.g., an assumed loan) exceeds one hundred dollars (\$100).

**Section 3** of Ordinance 516.4 describes how the Documentary Transfer Tax is to be computed. The tax rate is \$0.55 for each \$500 or fraction thereof when the consideration or value of the interest or property conveyed, exclusive of the value of any lien or encumbrance remaining at the time of sale, exceeds \$100. Within the **City of Riverside** the tax rate is \$1.10 per \$500. **EXAMPLES – Not in the City of Riverside (for City of Riverside, double tax due) #1: Sale price, \$200,000; less existing trust deed assumed by purchaser, \$80,000; equals amount taxable, \$120,000; Tax due: \$132.00. Formula: \$120,000 x .55/500 = \$132.00. #2: Sale price, \$200,000; trust deed of \$50,000 paid off and new loan \$150,000; amount taxable, \$200,000; Tax due: \$220.00. Formula: \$200,000 x .55/500 = \$220.00.**

TAX TABLE (in \$500 increments, do not prorate.)

Value (Consideration)	Total Tax	Value (Consideration)	Total Tax	Value (Consideration)	Total Tax
\$101 - \$500 =	\$0.55	\$10,001 - \$10,500 =	\$11.55	\$20,001 - \$20,500 =	\$22.55
\$501 - \$1,000 =	\$1.10	\$10,501 - \$11,000 =	\$12.10	\$20,501 - \$21,000 =	\$23.10
\$1,001 - \$1,500 =	\$1.65	\$11,001 - \$11,500 =	\$12.65	\$21,001 - \$21,500 =	\$23.65
\$1,501 - \$2,000 =	\$2.20	\$11,501 - \$12,000 =	\$13.20	\$21,501 - \$22,000 =	\$24.20
\$2,001 - \$2,500 =	\$2.75	\$12,001 - \$12,500 =	\$13.75	\$22,001 - \$22,500 =	\$24.75
\$2,501 - \$3,000 =	\$3.30	\$12,501 - \$13,000 =	\$14.30	\$22,501 - \$23,000 =	\$25.30
\$3,001 - \$3,500 =	\$3.85	\$13,001 - \$13,500 =	\$14.85	\$23,001 - \$23,500 =	\$25.85
\$3,501 - \$4,000 =	\$4.40	\$13,501 - \$14,000 =	\$15.40	\$23,501 - \$24,000 =	\$26.40
\$4,001 - \$4,500 =	\$4.95	\$14,001 - \$14,500 =	\$15.95	\$24,001 - \$24,500 =	\$26.95
\$4,501 - \$5,000 =	\$5.50	\$14,501 - \$15,000 =	\$16.50	\$24,501 - \$25,000 =	\$27.50
\$5,001 - \$5,500 =	\$6.05	\$15,001 - \$15,500 =	\$17.05	\$25,001 - \$25,500 =	\$28.05
\$5,501 - \$6,000 =	\$6.60	\$15,501 - \$16,000 =	\$17.60	\$25,501 - \$26,000 =	\$28.60
\$6,001 - \$6,500 =	\$7.15	\$16,001 - \$16,500 =	\$18.15	\$26,001 - \$26,500 =	\$29.15
\$6,501 - \$7,000 =	\$7.70	\$16,501 - \$17,000 =	\$18.70	\$26,501 - \$27,000 =	\$29.70
\$7,001 - \$7,500 =	\$8.25	\$17,001 - \$17,500 =	\$19.25	\$27,001 - \$27,500 =	\$30.25
\$7,501 - \$8,000 =	\$8.80	\$17,501 - \$18,000 =	\$19.80	\$27,501 - \$28,000 =	\$30.80
\$8,001 - \$8,500 =	\$9.35	\$18,001 - \$18,500 =	\$20.35	\$28,001 - \$28,500 =	\$31.35
\$8,501 - \$9,000 =	\$9.90	\$18,501 - \$19,000 =	\$20.90	\$28,501 - \$29,000 =	\$31.90
\$9,001 - \$9,500 =	\$10.45	\$19,001 - \$19,500 =	\$21.45	\$29,001 - \$29,500 =	\$32.45
\$9,501 - \$10,000 =	\$11.00	\$19,501 - \$20,000 =	\$22.00	\$29,501 - \$30,000 =	\$33.00

**Section 4 b.** of Ordinance 516.4 provides that the Documentary Transfer Tax is due and payable at the time of delivery of the conveyance document to the County Recorder for recordation. The County Recorder shall not record any document subject to the Documentary Transfer Tax unless the Documentary Transfer Tax is paid in full. Every document subject to Documentary Transfer Tax which is submitted for recordation shall show on the face of the document, a declaration of the amount of Tax due or a declaration stating one or more reasons for exemption as provided in **Section 10** of the Ordinance.

**Section 6** of Ordinance 516.4 provides that every document subject to the Tax which is submitted for recordation shall set forth the incorporated or unincorporated location of the land, the Assessor's Parcel Number(s) and the Tax Rate Area Number(s).



**Section 4 c.** of Ordinance 516.4 provides that Documentary Transfer Tax is due and payable at the time of consummation of the grant, assignment, transfer, or conveyance of land when there is change in ownership as defined in Part 0.5 of Revenue and Taxation (R&T) Code commencing with section 60 of Division 1, with special reference to sections 64(c) and 64(d), even if a document is not recorded.

A Documentary Transfer Tax Affidavit will be required to be completed and submitted with each document when Documentary Transfer Tax is being paid or when an exemption is being claimed from paying the Tax.

**Section 10** of Ordinance 516.4 lists some of the exemptions that may be claimed.

**a. Conveyances to secure a debt (R&T Code 11921)**

**b. Conveyances to governmental entities (R&T Code 11922)**

Any document to which the United States or any agency or instrumentality thereof, any state or territory, or political subdivision thereof is a party shall be exempt from any Tax imposed pursuant to this part when the exempt agency is acquiring title.

**c. Conveyances under reorganization or adjustment plans (R&T Code 11923)**

**d. Conveyances under order of the Securities and Exchange Commission (R&T Code 11924)**

**e. Transfers of Certain Partnership Property (R&T Code 11925)**

**f. Conveyances taken in lieu of foreclosure and exception to exemption (R&T Code 11926)**

Any Tax imposed by the Ordinance shall not apply with respect to any document to a beneficiary or mortgagee, which is taken from the mortgagor or trustor as a result or in lieu of foreclosure; provided that such Tax shall apply to the extent that the consideration exceeds the unpaid debt, including accrued interest and cost of foreclosure. Consideration, unpaid debt amount, and identification of grantee as beneficiary or mortgagee shall be noted on said document or stated in an affidavit under penalty of perjury for Tax purposes.

**g. Conveyances in dissolution of marriage (R&T Code 11927)**

Any Tax imposed by the Ordinance shall not apply with respect to any document which purports to transfer, divide, or allocate community, quasi-community, or quasi-marital property which is required by a judgment decreeing a dissolution of the marriage or legal separation, by a judgment of nullity, or by any other judgment or order rendered pursuant to the Family Code or by a written agreement between spouses, executed in contemplation of any such judgment or order, whether the written agreement is incorporated as part of the judgments or orders. In order to qualify the document shall include a written recital, signed by either spouse, stating that the document is entitled to the exemption.

**h. Conveyances by governmental entities with agreements by purchasers to reconvey (R&T Code 11928)**

**i. Conveyances by governmental entities to certain nonprofit corporations (R&T Code 11929)**

Any Tax imposed by this Ordinance shall not apply with respect to any deed, instrument, or other writing by which the State of California, any political subdivision thereof, or any agency or instrumentality of either thereof conveys to a nonprofit corporation realty the acquisition, construction, or improvement of which was financed or refinanced by obligations issued by the nonprofit corporation on behalf of a government unit, within the meaning of Section 1.103-1(b) of Title 26 of the Code of Federal Regulations.

**j. Conveyances by inter vivos gifts or death (R&T Code 11930)**

Any Tax imposed by this Ordinance shall not apply to any deed, instrument, or other writing which purports to grant, assign, transfer, convey, divide, allocate, or vest lands, tenements, or realty, or any interest therein, if by reason of such inter vivos gift or by reason of the death of any person, such lands, tenements, realty or interests therein are transferred outright to, or in trust for the benefit of, any person or entity.

To view the entire exemption found in the Revenue and Taxation Code you may visit [www.leginfo.ca.gov/faces/codes](http://www.leginfo.ca.gov/faces/codes).

### PART 3: PURCHASE PRICE AND TERMS OF SALE

It is important to complete this section completely and accurately. The reported purchase price and terms of sale are important factors in determining the assessed value of the property, which is used to calculate your property tax bill. Your failure to provide any required or requested information may result in an inaccurate assessment of the property and in an overpayment or underpayment of taxes.

**A.** Enter the total purchase price, not including closing costs or mortgage insurance.

**“Mortgage insurance”** is insurance protecting a lender against loss from a mortgagor’s default, issued by the FHA or a private mortgage insurer.

**B.** Enter the amount of the down payment, whether paid in cash or by an exchange. If through an exchange, exclude the closing costs.

**“Closing costs”** are fees and expenses, over and above the price of the property, incurred by the buyer and/or seller, which include title searches, lawyer’s fees, survey charges, and document recording fees.

**C.** Enter the amount of the First Deed of Trust, if any. Check all the applicable boxes, and complete the information requested.

A **“balloon payment”** is the final installment of a loan to be paid in an amount that is disproportionately larger than the regular installment.

**D.** Enter the amount of the Second Deed of Trust, if any. Check all the applicable boxes, and complete the information requested.

**E.** If there was an assumption of an improvement bond or other public financing with a remaining balance, enter the outstanding balance, and mark the applicable box.

An **“improvement bond or other public financing”** is a lien against real property due to property-specific improvement financing, such as green or solar construction financing, assessment district bonds, Mello-Roos (a form of financing that can be used by cities, counties and special districts to finance major improvements and services within the particular district) or general improvement bonds, etc. Amounts for repayment of contractual assessments are included with the annual property tax bill.

**F.** Enter the amount of any real estate commission fees paid by the buyer which are not included in the purchase price.

**G.** If the property was purchased through a real estate broker, check that box and enter the broker’s name and phone number. If the property was purchased directly from the seller (who is not a family member of one of the parties purchasing the property), check the “Direct from seller” box. If the property was purchased directly from a member of your family, or a family member of one of the parties who is purchasing the property, check the “From a family member” box and indicate the relationship of the family member (e.g., father, aunt, cousin, etc.). If the property was purchased by some other means (e.g., over the Internet, at auction, etc.), check the “OTHER” box and provide a detailed description (attach a separate sheet if necessary).

**H.** Describe any special terms (e.g., seller retains an unrecorded life estate in a portion of the property, etc.), seller concessions (e.g., seller agrees to replace roof, seller agrees to certain interior finish work, etc.), broker/agent fees waived (e.g., fees waived by the broker/agent for either the buyer or seller), financing, buyer paid commissions, and any other information that will assist the Assessor in determining the value of the property.

### PART 4: PROPERTY INFORMATION

**A.** Indicate the property type or property right transferred. Property rights may include water, timber, mineral rights, etc.

**B.** Check YES if personal, business property or incentives are included in the purchase price in Part 3. Examples of personal or business property are furniture, farm equipment, machinery, etc. Examples of incentives are club memberships (golf, health, etc.), ski lift tickets, homeowners’ dues, etc. Attach a list of items and their purchase price allocation. An adjustment will not be made if a detailed list is not provided.

**C.** Check YES if a manufactured home or homes are included in the purchase price. Indicate the purchase price directly attributable to each of the manufactured homes. If the manufactured home is registered through the Department of Motor Vehicles in lieu of being subject to property taxes, check NO and enter the decal number.

**D.** Check YES if the property was purchased or acquired with the intent to rent or lease it out to generate income, and indicate the source of that anticipated income. Check NO if the property will not generate income, or was purchased with the intent of being owner-occupied.

**E.** Provide your opinion of the condition of the property at the time of purchase. If the property is in “fair” or “poor” condition, include a brief description of repair needed.

## **FOR INTERNAL CITY ROUTING**

1. The Engineering Plan Checker will review the legal descriptions and exhibits for accuracy and readability. The Department will work directly with the owner's engineer/surveyor on addressing any concerns or comments regarding the legal description and/or plat.
2. The City will forward the vacation application to all public utility agencies for review. The City will give the utility companies thirty (30) days to review and respond to the vacation application. If agency facilities are impacted within the right-of-way vacation, the agencies will instruct the City if an easement is to be reserved or if their facilities are to be relocated out of the proposed vacation area. Public utility companies and the City have the right to reserve an access easement within the vacation area for emergency vehicle use and public utility maintenance.
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