



CITY OF MORGAN HILL

DEVELOPMENT SERVICES CENTER - ENGINEERING DIVISION

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17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236  
Website Address: www.morgan-hill.ca.gov

**Submittal Requirements  
for  
Vacation (Abandonment) of Public Street Right-of-Way**

**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. The area vacated would then revert to the owner of the underlying fee interest for their own use.

**SUBMITTAL REQUIREMENTS**

An application shall be made by the property owner or agent thereof and must be accompanied by the following information to be accepted for processing:

1.  Application – Engineering Review
2.  Vacation documents – **Two (2)** sets (on 8.5x11)
  - Metes and bounds description of proposed street vacation
  - Metes and bounds description of proposed street vacation labeled as QUIT CLAIM
  - Plat of proposed street vacation
  - Plat of proposed street vacation labeled as QUIT CLAIM
3.  Title Report – **One (1)** copy of Preliminary report not more than 3 months old
4.  Grant Deed – Most current grant deed matching vesting on Title Report
5.  Provide Title Report Backup Documents
  - Copy of the recorded deeds
  - Copy of easements and dedications
  - Copy of recorded map
6.  Copy of adjoining deeds, recorded maps, easements used as reference
7.  Closure Calculations of vacation area
8.  Digital copies of ALL submittal items by download or submitted in a flash drive
9.  Review Fee: **\$9,295\*** Check made payable to City of Morgan Hill.

*\*(effective 07/01/23, Service No. 115, AC# 206-38737)*

**FINAL SUBMITTAL FOR STAFF REPORT AND CITY COUNCIL APPROVAL**

1.  Vacation documents – Signed and Stamped by Land Surveyor
  - Legal Description titled: Exhibit A, Metes and Bounds Description for Vacation of Street Right-of-Way.
  - Plat titled: Exhibit B, Plat to accompany Metes and Bounds Description for Vacation of Street Right-of-Way.

2.  Quitclaim Documents – Signed and Stamped by Land Surveyor
  - Legal Description titled: Exhibit A, Metes and Bounds Description for Quitclaim of Street Right-of-Way.
  - Plat titled: Exhibit B, Plat to accompany Metes and Bounds Description for Quitclaim of Street Right-of-Way.

**\*NOTE: Both Vacation and Quitclaim documents are identical except for the titles.**