



## **CITY OF MENIFEE**

### **Engineering Department**

#### **VACATION / QUITCLAIM REQUIREMENTS**

1. A legal description (signed and sealed by a surveyor/engineer) of the proposed vacation / Quitclaim.
2. A plat (signed and sealed by a surveyor/engineer) 8 ½" x 11" in size, with a distinct border outlining the area to be vacated / quitclaimed.
3. Copies of documents vesting title in current ownership (grant deed, etc.).
4. A Preliminary Title Report dated no older than 6 months from date of submittal.
5. Transmittal/coversheet from engineer/surveyor/applicant with current address and phone number.
6. Deposit:
  - \$2,000.00 (payable to the City of Meniffee) – Vacation
  - \$1,000.00 (payable to the City of Meniffee) - Quitclaim
7. A completed vacation / quitclaim request information sheet. If the applicant is other than the property owner, a property owner authorization form must also be completed by the property owner.
8. A completed, signed and notarized, property owner authorization, from adjacent property owners, or any owners whose property may be affected.
9. Please return the above items to:  
City of Meniffee  
Engineering Department  
29714 Haun Road  
Meniffee, CA 92586

\*The approval/denial is a discretionary action by City Council.

\*Regardless of the Council's action, charges incurred are non-refundable.



**CITY OF MENIFEE**  
**Engineering Department**

**VACATION / QUITCLAIM REQUEST INFORMATION**

Date: \_\_\_\_\_

APN: \_\_\_\_\_

City File No.: \_\_\_\_\_

(FOR CITY USE)

**Type of Vacation:** (check one)

**Road**

Name of Road(s): \_\_\_\_\_

**Drainage Easement**

**Access Restriction**

**Other** \_\_\_\_\_

**Applicant:** (check one)

**Owner**

**Engineer / Surveyor**

**Other** \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Reason for Vacation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach exhibit that shows the location and limits of the proposed vacation.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

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



**CITY OF MENIFEE**  
**Engineering Department**

**PROPERTY OWNER AUTHORIZATION**

Date: \_\_\_\_\_

APN: \_\_\_\_\_

I/WE hereby request the vacation / quitclaim of (describe easement / dedication to be vacated):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ adjoining our property.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

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

PLEASE SIGN NAMES AS THEY APPEAR ON THE GRANT DEED AND HAVE SIGNATURES  
ACKNOWLEDGED BY A NOTARY PUBLIC.

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_