



## PLACER COUNTY DEPARTMENT OF PUBLIC WORKS

**Ken Grehm, Director**  
Peter Kraatz, Assistant Director  
Will Garner, Deputy Director  
Kevin Bell, Deputy Director

**Effective April 2021**

### PROCEDURES FOR ABANDONMENT OF COUNTY EASEMENTS

1. Contact the County Right-of-Way Agent in the Auburn Engineering Division of the Department of Public Works (3091 County Center Drive, Suite 220, Auburn, CA 95603, (530) 745-7500) to determine the status of the property being considered.
2. If notified that the abandonment appears feasible, the applicant shall:
  - A. Complete an Exemption Verification form and submit a \$27 processing fee.
  - B. Submit a letter addressed to the Placer County Board of Supervisors explaining, in detail, the purpose for the request.
  - C. Submit an exhibit map (site plan), reducible to 8½" x 11", clearly showing and identifying the area requested to be abandoned, and a legal description and plat map of the portion to be abandoned, stamped and signed by a licensed surveyor. The exhibit map should enable a reviewer to easily determine the result of the abandonment in relation to existing and proposed improvements.
  - D. Submit a non-refundable fee of \$790.00. The fee may be paid by check made out to the "COUNTY OF PLACER."
3. Forward the letter, exhibit map, legal description and plat, and abandonment processing fees to the County Right-of-Way Agent (Department of Public Works, 3091 County Center Drive, Suite 220, Auburn, CA 95603) for review.
4. If everything is in order and the map clearly shows the area to be abandoned, the Department of Public Works will forward the request to other County departments, private parties and public agencies who may have an interest in the proposed abandonment.
5. If, after review by other departments and agencies, there is no conflict with the disposal of the property, applicant is to submit an appraisal, prepared by a licensed appraiser, of the easement/property to be abandoned. Upon appraisal approval, applicant is to submit to DPW the fair market value of the property/easement to be abandoned. Public Works will recommend to the Board of Supervisors that a Resolution be adopted by the Board to abandon the easement.
6. Upon the Board's acceptance of the recommendations of the Public Works Department, abandonment will be approved contingent upon conditions placed by Public Works.
7. In the event the easement is being relocated, an Offer of Dedication is to be prepared by the applicant, legally describing the new easement area. This dedication will be accepted by the Board of Supervisors concurrent with the abandonment of the old easement.