

ROAD VACATION PROCESS

**Public Works Agency
Roads & Transportation**
800 S. Victoria Avenue
Ventura, CA 93009-1620



WHAT IS A ROAD VACATION?

A road vacation is an action taken by the Board of Supervisors whereby the public interest in the road right of way is removed.

HOW DO I INITIATE A ROAD VACATION?

Owners of the property abutting a road or alley may initiate a vacation by filing an application with Ventura County Public Works Agency – Roads & Transportation (VCPWA - RT). The application is available [here](#) and must be submitted to VCPWA-RT. The information required includes applicant information, the limits of the proposed vacation, parcel number of adjacent properties, justification for the vacation, support of adjacent property owners and a legal description of the proposed property to be vacated.

WHAT IS NECESSARY FOR A ROAD VACATION TO SUCCEED?

For a successful vacation, the right of way must be determined to be unnecessary for present or prospective public use and determined to be for private benefit. Also, the adjoining and affected property owners must not object, and other agencies or utilities in the right of way must be in agreement. Commitment by a homeowner's association or other authority may be required for future maintenance or the responsibility will lie with adjacent property owners. Undetermined issues may affect the feasibility of a proposed vacation.

WHAT IS THE VACATION PROCESS?

VCPWA verifies the jurisdiction of the subject easement and the feasibility of the vacation, then notifies adjacent property owners, utilities affected, and public and private interests in the easement. Public easements may remain for utilities, public access routes to parks or recreation areas, and for access by all governmental agencies providing for public safety, health, and welfare. If no objection is received after a public hearing is held, a legal description is prepared for Board of Supervisors (BOS) approval.

HOW LONG DOES THE PROCESS TAKE?

The process typically takes 6 months or longer in order to make notifications, hold public hearings, and be presented to the BOS for final approval. Unexpected issues may cause delays.

WHAT ARE THE COSTS?

The applicant is responsible for all costs incurred with the vacation process regardless of the outcome. A \$5,000.00 deposit is required, and the costs may exceed the deposited amount depending on the complexity of the tasks and the necessary staff time required to complete the process. Any excess funds will be refunded.

WHAT HAPPENS AFTER APPROVAL?

A successful vacation must be filed and recorded with the County Clerk and Recorder along with the legal description of the property.

REQUESTS AND INQUIRIES

If you have questions, requests or suggestions concerning traffic please call the Public Works Agency – Roads & Transportation at: **(805) 654-2049** or by an email through the “Report a Concern” link at: <http://www.vcpbublicworks.org/rt>.