

SAMPLE LETTER TO SPECIAL DISTRICT/UTILITY COMPANY

[DATE]

[ADDRESS]

Dear _____:

I am requesting an abandonment of the public utility easement(s), located on the [SIDE, REAR] of my property, located on Assessor's Parcel Number [INSERT ASSESSOR PARCEL NUMBER]. Please refer to the enclosed drawing of my parcel and the easement area(s) I wish the [AGENCY NAME] to abandon.

In order to process the easement abandonment application, the Town of Truckee requires one of the following:

- A letter stating that your agency has gone through your own process to abandon your interest in the easement (see enclosed sample letter), or
- A form authorizing the Town of Truckee to abandon the easement on your behalf (see enclosed "Vacation of Easement" form).

Please return the requested approval letter or "Vacation of Easement" form to me with your original signature at [APPLICANT ADDRESS], or you may email a digital copy directly to the Town of Truckee Planning Division at PlanningDepartment@townoftruckee.com.

The letter or form must cite the **Assessor's Parcel Number and have the exhibit identifying the specific location of the easement(s) to be abandoned attached**. I have provided an extra copy of the exhibit for that purpose. For further clarity, your letter can reference the exhibits (i.e., "*Please see Exhibit A and Exhibit B attached*"). The Town of Truckee is requesting this degree of specificity in order to protect your rights and interests.

If, at this time, you would like to release all of your interests on this parcel, please note that on the exhibits and in the letter.

Thank you for your prompt attention to my request.

Sincerely,