



DEPARTMENT OF SUSTAINABLE DEVELOPMENT

Vacation of Right-of-Way or Easement Application

PROJECT NAME: _____
PROJECT LOCATION: _____
PLAT NAME: _____
CURRENT ZONING: _____ ACREAGE: _____ FOLIO NO.: _____
EXISTING USE: _____ FUTURE LAND USE DESIGNATION: _____
PLAT RESTRICTION: _____

DESCRIBE IN DETAIL APPLICATION REQUEST

AGENT/CONTACT: _____ PHONE NO. _____ FAX NO. _____
ADDRESS: _____
E-MAIL ADDRESS: _____

NOTE: ATTACH COPY OF AGENT LETTER

OWNER'S NAME _____ PHONE NO. _____
ADDRESS: _____

ADDITIONAL INVOLVED PARTIES: SEE ATTACHED SHEET

DEVELOPMENT ACTION:

VACATION OF RIGHT-OF-WAY RELEASE OF EASEMENT COMMENTS: _____

FEES:

ABANDONMENT OF RIGHT-OF-WAY (EACH VACATION): **\$2,000.00**

RELEASE OF EASEMENT (EACH EASEMENT): **\$1,000.00**

NOTE: ADDITIONAL FEES MAY BE ASSIGNED AS COST RECOVERY FOR CONSULTANT REVIEW

PLEASE ENSURE APPLICATION IS COMPLETED IN ITS ENTIRETY PRIOR TO SUBMISSION



ADDITIONAL INVOLVED PARTIES:
(include name, address, phone number, fax number & email)

OWNER:

APPLICANT/AGENT:

DEVELOPER:

LANDSCAPE ARCHITECT:

ENGINEER:

PLANNER:

SURVEYOR:

ATTORNEY:

TRAFFIC ENGINEER:

OTHER:

DRC MEMBERS

PLANNING & ZONING:

W. Scott Stoudenmire, Deputy Director of Sustainable Development 954-973-6756
Lizet Aguiar, Development Review Supervisor 954-973-6756

BUILDING:

Sean Flanagan, Chief Structural Inspector 954-973-6750

LANDSCAPE ARCHITECTURE:

Pamela Stanton, Landscape Architect 954-973-6756

UTILITIES & ENGINEERING:

Raj Verma, Director of Engineering & Utilities 954-973-6786
Osama Elshami, Senior Engineer 954-973-6786

FIRE:

Steve Pollio, Fire Rescue Administrator 954-956-1534
Rodney Zancanata, Deputy Fire Marshal 954-956-1563

POLICE:

Anthony Avello, Public Information Officer 954-973-6721

FAX No. 954-956-1424

DRC SCHEDULE*

1. Application Submittal Deadline: 4th Tuesday of each month
2. DRC Meeting: 2nd Thursday of each month
3. Resubmit: As indicated on DRC comments
4. Planning & Zoning Board Meeting: 2nd Wednesday of each month
5. City Commission Meetings (if applicable): 2nd & 4th Thursday of each month

* Please contact Marianne Bowers at 954-973-6756 to confirm dates and times.

NOTE: ALL SUBMITTALS AND RE-SUBMITTALS MUST BE RECEIVED NO LATER THAN 5:00 PM ON THE SUBMITTAL DAY. ANY SUBMITTAL RECEIVED AFTER 5:00 PM WILL BE CONSIDERED A SUBMITTAL FOR THE NEXT MONTH'S DEADLINE DATE.



OWNERSHIP CERTIFICATION/AGENT LETTERS

All applicants must provide proof of ownership of the subject property for development or modification at the time of submittal. If an applicant is other than the owner, the applicant must also provide an agent letter authorizing the agent to represent the property owner at the time of submittal. The following is a list of requirements that must be included with proof of ownership/agent letters:

1. Legal description of property.
2. Property tax folio number.
3. Effective date of ownership of property.
4. Copy of Warranty Deed.
5. Description of developer interest, if different than owner.
6. Copy of executed contract of sale and purchase.
7. Owner's name, address, telephone number, fax number, and email.
8. Agent's name, address, telephone number, fax number, and email.
9. Agent's authorization from owner to submit specific action (site plan, plat, etc.)
10. Names, addresses, telephone numbers and fax numbers of all firms involved in the application process including attorneys, engineers, architects, etc.

NOTE: Owner must attest to ownership and his/her notarized signature must be included on ownership certification/agent letters.

The application may not proceed to the Planning and Zoning Board meeting if the above information is not provided to the Department of Sustainable Development one week prior to the scheduled meeting date.



GUIDELINES FOR VACATION OF RIGHT-OF-WAY/ RELEASE OF EASEMENT:

1. The applicant is required to schedule a pre-application conference with staff no later than one week prior to the DRC submittal date. The purpose of the meeting shall be to advise the applicant of filing requirements, filing fees, the City's development review process and other issues, which may affect the application. Please call 954-973-6756 to schedule an appointment.
2. The standards by which Vacation Applications are reviewed and approved are established in the City's Land Development Code, Section 13-36.1 "Vacation and abandonment of streets and easements." A vacation/abandonment of streets and easements (release of easements and rights-of-way), abandons the public's rights to the use of property. To abandon an easement, letters are required from all utility companies confirming that no conflicts exist.
3. In addition to the attached application, a letter detailing the requested action and a written justification statement are required for submittal.
4. The application shall be accompanied by a legal description of the subject property with a signed and sealed survey prepared by a registered land surveyor.
5. The applicant is required to obtain a list of all property owners within three hundred (300) feet of the boundary lines of the property under consideration. Two (2) sets of mailing labels must be provided for all adjacent property owners. The list shall be certified by the county property appraiser, a title company, or an attorney.
6. The applicant must notify the general public of the intent to vacate a right-of-way by publishing a notice in a newspaper of general circulation.
7. Applicants shall be required to prepare and post a 4' x 4' sign on the street or alley, or portion thereof, affected, setting forth notice of the proposed abandonment. (The required format for the public hearing signage shall be provided to the applicant by staff.) The sign shall be installed **14 DAYS PRIOR TO PUBLIC HEARING** and shall be posted on the property proposed for amendment facing all road frontages setback 10 feet from property line. The applicant shall submit a dated photograph of all signs to the Department of Sustainable Development. The date on the photograph shall be 14 days prior to the public meeting. The applicant shall remove the sign once the City Commission passes the vacation ordinance.
8. DRC re-submittals are due one week after the DRC meeting or as directed by staff. DRC comments will be emailed to the applicant. The applicant is required to provide written responses to each comment in the format emailed to them and revise plans accordingly by the re-submittal date.

9. Once all DRC comments are addressed, 20 copies of the vacation of right-of-way/release of easement package must also be provided for Planning and Zoning Board and City Commission review. The application shall be considered by the Planning and Zoning Board and then forwarded to the City Commission for final action.



SUBMITTAL REQUIREMENTS

The Vacation of Right-of-Way/Easement Application must include **6 sets** of the submittal. Each set of the submittal must be saved onto a compact disc.

Each disc must be identical and include required application materials in pdf format. Pdf files should be organized in two folders with the titles as described below:

Folder #1: Project Name and Application Type (e.g. *'Creek Homes Vacation of Easement'*)

Pdf files located in Folder #1:

- Completed Application
- Involved Parties List
- Ownership Certification Documents
- Agent Letters
- Letter Detailing Proposed Vacation
- Justification Statement
- Survey and Legal Description
- Certified List of all Property Owners within 300 feet of the Boundary Lines of the Property Under Consideration (2 corresponding sets of hard copy mailing labels is also required)

Folder #2: Project Name and Plans (e.g. *'Creek Homes Vacation of Easement'*)

Pdf files located in Folder #2:

- Site Plan survey showing Location of Right-of-Way or Easement to be Vacated

Note: One signed and sealed set will be required prior to being scheduled for City Commission consideration.

Re-submittals: City staff will advise applicant on re-submittal procedures and deadlines as needed.