



For Office Use Only  
Application No. \_\_\_\_\_  
Submittal Date: \_\_\_\_\_

# ATTACHMENT H

## APPLICATION FOR ABANDONMENT & VACATION

Pursuant to Code Section 98-13(k).- *Vacation Or Abandonment Of Property, Etc. Applications.*

**COMPLETE ALL SECTIONS OF APPLICATION LEGIBLY.  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Check applicable box:

- Dedicated or Platted Easement
- Dedicated Street, Alley or Right-of-Way

### REQUIRED SUBMITTALS

All of the following must be submitted to be deemed a complete application (*documentation may be provided with the development plan application requirements in Attachment A*):

- Complete Application** (Including Development Application Form)
- Application Processing Fee** (See fee schedule)
- Certificate of Title** listing all adjacent owners and persons with recorded mortgages thereon.
- Disclosure Affidavit** for all owners, representatives, and applicants for the project that will be speaking on behalf of the application.
- Agent Authorization Letter** if applicable, authorizing the applicant/agent to act on all property owners' behalf.
- (5) 24" x 36" and (1) 11" x 17" copies of a Current Survey** (*12 months or less*) signed and sealed by a Florida registered surveyor of the subject property, containing the information required by Code Section 98-13(b)(8)(b).
- (5) 24" x 36" and (1) 11" x 17" copies of a Signed and Sealed Survey** (*12 months or less*) of the area to be abandoned, including all property adjacent thereto, and the certified legal description of the area to be abandoned/ vacated.
- One (1) Digital CD** of required submittals listed above must be provided.
- Other Information** may be required as determined by staff (e.g. architectural elevations, floor plans, site plan etc.).

**\*Public Notice and Advertising Requirements\***  
*Pursuant to Code Section 98-35(1), prior to any public hearing of the city commission for a development permit as described in section 98-12 of this Code, the applicant shall provide proper notification to the public in compliance with this section and all applicable county, state and federal law.*

**A. VACATION AND ABANDONMENT INFORMATION**

The undersigned desires the vacation and abandonment of the following portion of a dedicated or platted easement, to wit:

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Reason for vacation and abandonment:

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**B. APPLICANT INFORMATION** (Name and legal description of all abutting property owners. Please be aware that approval must be obtained from all abutting property owners with signatures provided herewith. Use additional pages if necessary.)

**PROPERTY OWNER:**

Name (Print): \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Legal Description of Property: \_\_\_\_\_  
Home/Mobile Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

**PROPERTY OWNER:**

Name (Print): \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Legal Description of Property: \_\_\_\_\_  
Home/Mobile Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

**PROPERTY OWNER:**

Name (Print): \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Legal Description of Property: \_\_\_\_\_  
Home/Mobile Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_