

**REQUEST FOR LETTER OF REVIEW AND RECOMMENDATION FOR
PETITION TO VACATE**

See Utility Company List for company contacts and My Residence to determine the utility companies that service your area:

My Residence: http://www.seminolecountyfl.gov/guide/resident_specific.aspx

SAMPLE LETTER

DATE

CONTACT NAME: _____

COMPANY NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

RE: Request for a letter of Review and Recommendation on a vacate request for:

- Utility Easement Vacate
- Drainage Easement Vacate
- Plat Vacate
- Right-of-Way Vacate

Parcel ID Number: _____

To Whom It May Concern:

We intent to submit a Petition to the Seminole County Board of County Commissioners seeking to vacate the public interest in an easement, right-of-way, or plat, indicated above, at the above location in order to accomplish the following purpose:

(State purpose here)

Included is a sketch and legal description of the requested vacate for your review. Please provide us with a letter of review and recommendation, sent to the address below, so we may proceed with our Petition submittal. If you have any questions, please contact us directly. Thank you in advance for your consideration.

Sincerely;

Petitioner Name

Return Mailing Address

Day time phone number

Attachments: Sketch of proposed easement or right-of-way to be vacated
Copy of Plat or Portion of Plat to be vacated