



SEMINOLE COUNTY PLANNING & DEVELOPMENT DIVISION
1101 EAST FIRST STREET, SANFORD, FLORIDA 32771
(407) 665-7371 EPLANDESK@SEMINOLECOUNTYFL.GOV
www.seminolecountyfl.gov

VACATE

PROCESS

Once the Vacate application has been submitted and the payment has been received, it will be assigned a project number. The project will be added into ePlan (our electronic plan review portal). A “do not reply” email will be sent with log in information as well as the “upload” task to be completed in the system. Refer to the ePlan User Guide for more detailed information. After the upload and task is completed by the applicant/consultant, the project will be routed out to various departments within the County for review. The Project Manager and other applicable departments will review the project and provide comments. If corrections are needed, they will need to be done at this time.

The amount of time required for processing a vacate depends on the type of request, timely submittal of required documents, and scheduling of the public hearing with respect to established scheduling procedures. That time may vary depending on the information received and the completeness of your application.

PLEASE NOTE THAT IF THERE ARE ANY ERRORS IN THE LEGAL DESCRIPTION OF THE ITEM TO BE RELEASED, THIS APPLICATION CANNOT BE ACCEPTED BY THIS OFFICE FOR PROCESSING.

If the request is approved by the Board of County Commissioners, the Planning & Development Division will submit to the Clerk of the Circuit Court the proof of advertisements, along with the Resolution adopted by the Board and any associated documents for recording in the public records. After such recording, the Planning & Development Division will mail the applicant a certified copy of the Resolution, thereby completing the release of vacate process.

DELIVERY METHODS

Completed forms and all the above required attachments may be sent via:

- **E-mail:** Eplandesk@seminolecountyfl.gov
- **Hand delivery:** Seminole County Planning & Development Division, West Wing, 2nd floor, Room 2028, 1101 East First Street, Sanford, Florida 32771
- **Mail:** Seminole County Planning & Development Division, 1101 East First Street, Sanford, Florida 32771

REQUIRED ATTACHMENTS

INTAKE SUBMITTAL

- Application
- Application fee
- Ownership Disclosure form (Add'l documentation required if the property owner is a trust or corporation)
- Owner Authorization Form (Required if the applicant and/or consultant is not the property owner)

E-PLAN UPLOAD

- Sketch and legal description of area to be vacated in 8.5" x 11" or 8.5" x 14" labeled as "Exhibit A"

CONSERVATION EASEMENTS (PLEASE NOTE THESE CAN ONLY BE VACATED IN VERY LIMITED CIRCUMSTANCES)

- Statement of tax status reflecting all taxes have been paid
- Proof of ownership of the property
- Document creating the conservation easement with official recording information shown
- Depiction of proposed development to be located upon the easement area
- Description of proposed clearing, if any
- Statement addressing the following: 1. Detail specific reason for the request; 2. Historical background of the property including a statement detailing the development process that resulted in the County obtaining the easement; 3. Detail the owner's development plan; 4. Describe the stormwater system, soils report, flood zone, number of proposed basins and whether or not there is a legal positive outfall; 5. Statement addressing the merits of the application; and 6. Detailed statement addressing how the release of the Conservation Easement would not be adverse to the public interest.

DRAINAGE AND/OR UTILITY EASEMENT

- Statement of tax status reflecting all taxes have been paid
- Letters of review from all utility companies (electric, telephone, cable, water, sewer, and gas)
- Proof of publication of notice of intent published in 2 weekly issues of a newspaper or general circulation per Florida Statute 177.101 (the ad is published after application submittal – your Project Manager will provide information on the hearing date to be published in the ad)

PLAT

- Statement of tax status reflecting all taxes have been paid
- Letters of review from all utility companies (electric, telephone, cable, water, sewer, and gas)
- Certificate of Title
- Proof of publication of notice of intent published in 2 weekly issues of a newspaper or general circulation per Florida Statute 177.101 (the ad is published after application submittal – your Project Manager will provide information on the hearing date to be published in the ad)

RIGHT OF WAY

- Letters of review from all utility companies (electric, telephone, cable, water, sewer, and gas)

OTHER EASEMENT

- Document of equal dignity (Please also provide to your Project Manager via email)



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PROJ. #: _____

PETITION FOR VACATE

ALL INFORMATION MUST BE PROVIDED FOR APPLICATION TO BE CONSIDERED COMPLETE

APPLICATION TYPES/FEEES

- | | |
|------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> CONSERVATION EASEMENT | \$1,500.00 |
| <input type="checkbox"/> DRAINAGE EASEMENT | \$500.00 (PLUS ADVERTISING AND RECORDING FEES, AS REQUIRED) |
| <input type="checkbox"/> PLAT | \$750.00 (PLUS ADVERTISING AND RECORDING FEES, AS REQUIRED) |
| <input type="checkbox"/> RIGHT-OF-WAY | \$1,500.00 |
| <input type="checkbox"/> UTILITY EASEMENT | \$500.00 (PLUS ADVERTISING AND RECORDING FEES, AS REQUIRED) |
| <input type="checkbox"/> OTHER EASEMENT | \$750.00 (PLUS ADVERTISING AND RECORDING FEES, AS REQUIRED) |

PROJECT

PARCEL ID #(S):

LOCATION OF VACATE REQUEST:

REASON FOR REQUEST:

ZONING: FUTURE LAND USE: TOTAL ACREAGE: BCC DISTRICT:

WATER PROVIDER: SEWER PROVIDER:

ELECTRIC PROVIDER: TELEPHONE PROVIDER:

CABLE PROVIDER: GAS PROVIDER:

APPLICANT

EPLAN PRIVILEGES: VIEW ONLY UPLOAD NONE

NAME: COMPANY:

ADDRESS:

CITY: STATE: ZIP:

PHONE: EMAIL:

CONSULTANTEPLAN PRIVILEGES: VIEW ONLY UPLOAD NONE

NAME:	COMPANY:	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

OWNER(S)

(INCLUDE NOTARIZED OWNER'S AUTHORIZATION FORM)

NAME(S):		
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

ADDITIONAL OWNER(S)

(INCLUDE NOTARIZED OWNER'S AUTHORIZATION FORM)

NAME(S):		
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

By my signature hereto, I do hereby certify that the information contained in this application is true and correct to the best of my knowledge, and understand that deliberate misrepresentation of such information may be grounds for denial or reversal of the application and/or revocation of any approval based upon this application.

I hereby authorize County staff to enter upon the subject property at any reasonable time for the purposes of investigating and reviewing this request. I also hereby agree to place a public notice sign (placard), if required, on the subject property at a location(s) to be determined by County staff.

I further acknowledge that Seminole County may not defend any challenge to my proposed Vacate and related development approvals, and that it may be my sole obligation to defend any and all actions and approvals, which authorize the use or development of the subject property. Submission of this form initiates a process and does not imply approval by Seminole County or any of its boards, commissions or staff.

I hereby represent that I have the lawful right and authority to file this application.

SIGNATURE OF OWNER/AUTHORIZED AGENT

(PROOF OF PROPERTY OWNER'S AUTHORIZATION IS REQUIRED WITH SUBMITTAL IF SIGNED BY SOMEONE OTHER THAN THE PROPERTY OWNER)

DATE

OWNER AUTHORIZATION FORM

An authorized applicant is defined as:

- The property owner of record; or
- An agent of said property owner (power of attorney to represent and bind the property owner must be submitted with the application); or
- Contract purchase (a copy of a fully executed sales contract must be submitted with the application containing a clause or clauses allowing an application to be filed).

I, _____, the owner of record for the following described property [Parcel ID Number(s)] _____ hereby designates _____ to act as my authorized agent for the filing of the attached application(s) for:

<input type="checkbox"/> Alcohol License	<input type="checkbox"/> Arbor Permit	<input type="checkbox"/> Construction Revision	<input type="checkbox"/> Final Engineering
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Future Land Use Amendment	<input type="checkbox"/> Lot Split/Reconfiguration	<input type="checkbox"/> Minor Plat
<input type="checkbox"/> Preliminary Subdivision Plan	<input type="checkbox"/> Rezone	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Special Event
<input type="checkbox"/> Special Exception	<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Vacate	<input type="checkbox"/> Variance

OTHER: _____

and make binding statements and commitments regarding the request(s). I certify that I have examined the attached application(s) and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments, and fees become part of the Official Records of Seminole County, Florida and are not returnable.

Date

Property Owner's Signature

Property Owner's Printed Name

STATE OF FLORIDA
COUNTY OF _____

SWORN TO AND SUBSCRIBED before me, an officer duly authorized in the State of Florida to take acknowledgements, appeared _____ (*property owner*),
 by means of physical presence or online notarization; and who is personally known to me or who has produced _____ as identification, and who executed the foregoing instrument and sworn an oath on this _____ day of _____, 20____.

Notary Public

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

Please see the Utility Company page for a list of utility providers in Seminole County. You can verify who to contact in your area by utilizing the "My Resident Page" on www.seminolecountyfl.gov and search the term "My Resident" (select the first link provided).

SAMPLE LETTER

DATE _____

CONTACT NAME: _____

COMPANY NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

RE: Request for a letter of Review and Recommendation for a vacate requested for:

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

Parcel ID Number: _____

To Whom It May Concern:

We intend 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 and send 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



PLANNING & DEVELOPMENT
TELEPHONE (407) 665-7371 FACSIMILE (407) 665-7385
www.seminolecountyfl.gov

UTILITY PROVIDERS

**PROVIDE LETTERS FROM ALL UTILITY PROVIDERS THAT SERVICE YOUR AREA
SEE THE "MY RESIDENT PAGE" ON WWW.SEMINOLECOUNTYFL.GOV FOR
YOUR PROVIDERS**

FLORIDA POWER & LIGHT (FPL)

- <https://www.fpl.com/>

DUKE ENERGY (formerly Progress Energy)

- vacate@duke-energy.com

FLORIDA PUBLIC UTILITIES

- <https://fpuc.com/>

AT&T

- <https://www.att.com/>

TECO PEOPLES GAS

- <https://www.peoplesgas.com/>

SPECTRUM (formerly Brighthouse)

- <https://www.spectrum.com/>

CENTURY LINK

- <https://www.centurylink.com/>

UTILITIES INC.

- <https://www.myutility.us/myuiflorida/>

LAKE HARNEY WATER

- Marilyn Marmo or James Atwell
- billing@lakeharneywaterassociation.com
- (407)575-8659

MIDWAY CANAAN

- Viola Posley
- mccwa1966@gmail.com
- (407) 619-6620

**NOTE THAT INDIVIDUAL CONTACTS WITHIN THE LISTED UTILITY PROVIDERS
ARE SUBJECT TO CHANGE**