



**SEMINOLE COUNTY**  
**PLANNING & DEVELOPMENT DIVISION**  
 1101 EAST FIRST STREET, ROOM 2028  
 SANFORD, FLORIDA 32771  
 TELEPHONE: (407) 665-7371  
 PLANDESK@SEMINOLECOUNTYFL.GOV

PROJ. #: \_\_\_\_\_

**PETITION FOR VACATE**

(CONSERVATION/DRAINAGE/UTILITY EASEMENT – PLAT – RIGHT OF WAY)

**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/OWNER**

**EPLAN PRIVILEGES:** VIEW ONLY  UPLOAD  NONE

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

**CONSULTANT**

**EPLAN PRIVILEGES:** VIEW ONLY  UPLOAD  NONE

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

**ADDITIONAL OWNER(S)**

(INCLUDE NOTARIZED OWNER'S AUTHORIZATION FORM)

NAME(S):

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL:

**ATTACHMENT CHECKLIST****ALL VACATES (ALL ITEMS LISTED TO BE SUBMITTED IN ADDITION TO THE SPECIFIC DOCUMENTS UNDER TYPE BELOW)**

- APPLICATION
- APPLICATION FEE
- SKETCH AND LEGAL DESCRIPTION OF AREA TO BE VACATED IN 8.5" x 11" OR 8.5" x 14" LABELED AS EXHIBIT A
- LEGAL DESCRIPTION IN MICROSOFT WORD DOCUMENT

**CONSERVATION EASEMENT**

- STATEMENT OF TAX STATUS REFLECTING ALL TAXES HAVE BEEN PAID
- PROOF OF OWNERSHIP OF THE PROPERTY
- DOCUMENT CREATING THE CONSERVATION EASEMENT W/ 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 & 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 TWO WEEKLY ISSUES OF A NEWSPAPER OF GENERAL CIRCULATION PER F.S. 177.101 (AD IS PUBLISHED AFTER APPLICATION SUBMITTAL - 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 TWO WEEKLY ISSUES OF A NEWSPAPER OF GENERAL CIRCULATION PER F.S. 177.101 (AD IS PUBLISHED AFTER APPLICATION SUBMITTAL - 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 PROVIDE IN A DIGITAL FORMAT WITH THIS APPLICATION OR ARRANGE TO EMAIL PROJECT MANAGER)

SIGNATURE OF OWNER/AUTHORIZED AGENT

DATE



**PLANNING & DEVELOPMENT**  
**TELEPHONE (407) 665-7371 FACSIMILE (407) 665-7385**  
[www.seminolecountyfl.gov](http://www.seminolecountyfl.gov)

**VACATE REVIEWS**  
**UTILITY COMPANY CONTACTS**

**PROVIDE LETTERS FROM ALL UTILITY PROVIDERS THAT SERVICE YOUR AREA**  
**SEE MY RESIDENT INFORMATION FOR YOUR PROVIDERS**

<http://cdn.seminolecountyfl.gov/departments-services/guide-to-county-services/for-residents/my-resident-page.shtml>

**FLORIDA POWER & LIGHT (FPL)**

- **Matt Sauey**  
matt.sauey@fpl.com  
(407) 328-1920
- **Frank Pueyo**  
frank.pueyo@fpl.com  
(407) 328-1914
- **Joshua Furukawa**  
joshua.furukawa@fpl.com  
(407) 328-1911

**DUKE ENERGY (formerly Progress Energy)**

- **Katherine Lopez**  
katherine.lopez@duke-energy.com  
(407) 942-9541
- **Nick Brana**  
nick.brana@duke-energy.com  
(407) 942-9727

**FLORIDA PUBLIC UTILITIES**

- **Johnny Hill**  
jhill@fpuc.com  
(386) 668-9842
- **David Johnson**  
djohnson@fpuc.com  
(386) 668-9364

**TECO PEOPLES GAS**

- **Debbie Frazier**  
difrazier@tecoenergy.com  
(407) 420-6609
- **Shawn Winsor**  
swinsor@tecoenergy.com  
(407) 420-6663

**AT&T**

**Scott Lorenz**  
sl4484@att.com  
(407) 302-7611

**SPECTRUM (formerly Bighthouse)**

- **PJ King**  
priceking@charter.com  
(407) 532-8508
- **Marvin L. Usry, Jr.**  
marvin.usryjr@charter.com

**CENTURY LINK**

**Marlon Brown**  
marlon.n.brown@centurylink.com  
(407) 830-3359

**UTILITIES INC.**

**Bryan Gongre**  
bkgongre@uiwater.com  
(866) 842-8432 ext. 1360

**LAKE HARNEY WATER**

**Marilyn Marmo**  
billing@lakeharneywaterassociation.com  
(407) 575-8659

**MIDWAY CANAAN**

**Gloria Blake**  
ghillery1@cfl.rr.com  
(321) 696-4443

**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](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