



**SEMINOLE COUNTY**  
**PLANNING & DEVELOPMENT DIVISION**  
**1101 EAST FIRST STREET, ROOM 2028**  
**SANFORD, FL 32771**  
**(407) 665-7371 PHONE (407) 665-7385 FAX**

**PETITION TO VACATE A CONSERVATION EASEMENT**

APPLICATION FEE \$1,500.00

**APPLICANT INFORMATION**

APPLICANT: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**OWNER INFORMATION**

OWNER: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**SITE INFORMATION**

GENERAL LOCATION OF VACATE REQUEST: \_\_\_\_\_  
 \_\_\_\_\_  
 PROPERTY PARCEL ID #: \_\_\_\_\_

**REASON FOR REQUEST:**

LIST SPECIFIC REASON THE VACATE IS BEING REQUESTED: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NAME OF ADDITIONAL CO-APPLICANTS (IF ANY) ASSOCIATED WITH VACATE:**

NAME/ADDRESS: \_\_\_\_\_  
 OWNER OF PARCEL PID: \_\_\_\_\_  
 NAME/ADDRESS: \_\_\_\_\_  
 OWNER OF PARCEL PID: \_\_\_\_\_

*I understand that submission of an incomplete application may create delays.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION:**

- PETITION TO VACATE WITH REQUIRED FEE PAYABLE TO SEMINOLE COUNTY**
- STATEMENT OF TAX STATUS:** PROOF THAT ALL TAXES HAVE BEEN PAID.
- PROOF OF OWNERSHIP:** PROOF OF OWNERSHIP OF THE PROPERTY AND, IF THE APPLICANT IS AN AGENT OF THE OWNER, A SIGNED AND NOTARIZED AUTHORIZATION TO PROCEED ON BEHALF OF THE OWNER.
- DOCUMENTATION:** A COPY OF THE DOCUMENT CREATING THE CONSERVATION EASEMENT. THE COPY SHALL CLEARLY IDENTIFY ITS OFFICIAL LAND RECORD RECORDING INFORMATION.
- PROPOSED DEVELOPMENT PLAN:** A DEPICTION OF THE PROPOSED DEVELOPMENT TO BE LOCATED UPON THE CONSERVATION EASEMENT AREA, AND A DESCRIPTION OF THE PROPOSED CLEARING, IF ANY.
- LABELED AS EXHIBIT A: SKETCH AND LEGAL DESCRIPTION SHOWING EASEMENT AREA TO BE VACATED: (8-1/2" X 11" OR 8-1/2" X 14" SHEET TO SCALE) Please provide in a digital format with this application or arrange to email project manager.**

***LEGAL DESCRIPTION OF AREA TO BE VACATED AS PROVIDED BY A SURVEYOR.***

- PROVIDE STATEMENT ADDRESSING THE FOLLOWING:**
  1. Detail the specific reason for the request to release the conservation easement.
  2. Describe the historical background of the property including a statement detailing the development process that resulted in the County's obtaining the conservation easement.
  3. Detail the owner's development plan for the subject property.
  4. Briefly describe the stormwater system, soils report, flood zone, number of proposed basins (if applicable) and state whether or not there is a legal positive outfall.
  5. Provide a statement addressing the merits of the application.
  6. Provide a detailed statement addressing how the release of the conservation easement would not be adverse to the public interest.

Information: Resolution 2001-R-33 sets forth the procedure to vacate Conservation Easements.