



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

**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 simply search the term "My Resident" and 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 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



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)

- <https://www.duke-energy.com/home>

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

**PLEASE KEEP IN MIND THAT CONTACTS WITHIN THE UTILITY PROVIDERS
CAN PERIODICALLY CHANGE AND THIS REFERENCE SHEET IS NOT ALWAYS
UPDATED.**