



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.

UTILITY EASEMENT AND ALL OTHER EASEMENT COMBINATIONS

- 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). Applicant is responsible for associated fees.

DRAINAGE EASEMENT

- Statement of tax status reflecting all taxes have been paid
- 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). Applicant is responsible for associated fees.

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). Applicant is responsible for associated fees.

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)
- 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). Applicant is responsible for associated fees.



SEMINOLE COUNTY PROJ. #: _____
PLANNING & DEVELOPMENT DIVISION
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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"/> UTILITY EASEMENT | \$500.00 (NOT INCLUDING ADVERTISING AND RECORDING FEES) |
| <input type="checkbox"/> DRAINAGE EASEMENT | \$500.00 (NOT INCLUDING ADVERTISING AND RECORDING FEES) |
| <input type="checkbox"/> PLAT | \$750.00 (NOT INCLUDING ADVERTISING AND RECORDING FEES) |
| <input type="checkbox"/> RIGHT-OF-WAY | \$1,500.00 |
| <input type="checkbox"/> OTHER EASEMENT | \$750.00 (NOT INCLUDING ADVERTISING AND RECORDING FEES) |

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:	

CONSULTANT		EPLAN PRIVILEGES: VIEW ONLY <input type="checkbox"/> UPLOAD <input type="checkbox"/> NONE <input type="checkbox"/>		
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

**SEMINOLE COUNTY
APPLICATION & AFFIDAVIT**

Ownership Disclosure Form

The owner of the real property associated with this application is a/an (check one):

- Individual
 Corporation
 Land Trust
 Limited Liability Company
 Partnership
 Other (describe): _____

1. List all **natural persons** who have an ownership interest in the property, which is the subject matter of this petition, by name and address.

NAME	ADDRESS	PHONE NUMBER

(Use additional sheets for more space)

2. For each **corporation**, list the name, address, and title of each officer; the name and address of each director of the corporation; and the name and address of each shareholder who owns two percent (2%) or more of the stock of the corporation. Shareholders need not be disclosed if a corporation's stock are traded publicly on any national stock exchange.

NAME	TITLE OR OFFICE	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

3. In the case of a **trust**, list the name and address of each trustee and the name and address of the beneficiaries of the trust and the percentage of interest of each beneficiary. If any trustee or beneficiary of a trust is a corporation, please provide the information required in paragraph 2 above:

Trust Name: _____

NAME	TRUSTEE OR BENEFICIARY	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

4. For **partnerships**, including limited partnerships, list the name and address of each principal in the partnership, including general or limited partners. If any partner is a corporation, please provide the information required in paragraph 2 above.

NAME	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

5. For each **limited liability company**, list the name, address, and title of each manager or managing member; and the name and address of each additional member with two percent (2%) or more membership interest. If any member with two percent (2%) or more membership interest, manager, or managing member is a corporation, trust or partnership, please provide the information required in paragraphs 2, 3 and/or 4 above.

Name of LLC: _____

NAME	TITLE	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

6. In the circumstances of a **contract for purchase**, list the name and address of each contract purchaser. If the purchaser is a corporation, trust, partnership, or LLC, provide the information required for those entities in paragraphs 2, 3, 4 and/or 5 above.

Name of Purchaser: _____

NAME	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

Date of Contract: _____

Specify any contingency clause related to the outcome for consideration of the application: _____

7. As to any type of owner referred to above, a change of ownership occurring subsequent to this application, shall be disclosed in writing to the Planning and Development Director prior to the date of the public hearing on the application.
8. I affirm that the above representations are true and are based upon my personal knowledge and belief after all reasonable inquiry. I understand that any failure to make mandated disclosures is grounds for the subject Rezone, Future Land Use Amendment, Special Exception, or Variance involved with this Application to become void. I certify that I am legally authorized to execute this Application and Affidavit and to bind the Applicant to the disclosures herein:

Date

Owner, Agent, Applicant Signature

**STATE OF FLORIDA
COUNTY OF SEMINOLE**

Sworn to and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____, who is personally known to me, or has produced _____ as identification.

Signature of Notary Public

Print, Type or Stamp Name of Notary Public