



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/FEES

<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

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 (*Tax/Parcel ID Number*) _____ hereby designates _____ to act as my authorized agent for the filing of the attached application(s) for:

<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	<input type="checkbox"/> Lot Split/Reconfiguration	<input type="checkbox"/> Minor Plat	<input type="checkbox"/> Special Event
<input type="checkbox"/> Preliminary Sub. Plan	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Special Exception	<input type="checkbox"/> Rezone
<input type="checkbox"/> Vacate	<input type="checkbox"/> Variance	<input type="checkbox"/> Temporary Use	<input type="checkbox"/> Other (please list):

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**