

**Putnam County
Department of Public Works**

*P. O. Box No. 310
223 Putnam County Boulevard
East Palatka, FL 32131
Phone: (386) 329-0346 Fax: (386) 329-0340*

REQUEST TO VACATE

If you desire to vacate a/an _____, you will need to provide documentation that all property owners on the street or portion thereof are in favor of said privatization as part of this application. A map to scale must be attached to the application. You will need to attach said documentation to this application. The application will be reviewed by other departments and any comments will be taken before the Board of County Commissioners (BOCC) for action. Following BOCC action, you will receive a letter outlining the action.

A fee of **\$300** made to the Board of County Commissioners will be collected by Public Works. This fee will cover the costs of advertising and proofs of publication, and recording them with the adopted resolution into the public record.

APPLICANT: _____

ADDRESS: _____

PHONE: _____

NAME OF STREET: _____

LOCATION: _____

LENGTH OF STREET TO BE VACATED: WHOLE STREET: _____ PORTION: _____

If a portion, list from where to where:

Description/Remarks: _____

APPLICANT'S SIGNATURE: _____

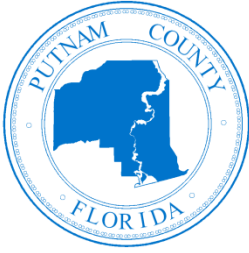
State of _____

County of _____

Sworn to and subscribed before me this _____ day of _____, 20____

Signature of Notary

Personally known/ID produced
Type of ID produced _____



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POLICY FOR VACATES

To initiate the process for vacating property, easements, etc., all applicants must submit a petition to the Public Works Office of the Board of County Commissioners (BOCC). All property owners who have property that is contiguous to the property, easement, etc. to be vacated should sign the petition. All petitions must be accompanied by the following:

- a) A check in the amount of \$300 made payable to the Board of County Commissioners. This is for covering the costs of advertising and proofs of publication and recording them with the adopted resolution into the public record.
- b) A copy of the deed for each property owner who signs the petition.
- c) A plat map indicating the location of the property, easement, etc. to be vacated (outlined or highlighted).
- d) A copy of the latest section map (tax map showing all adjacent properties with owners identified) obtained at the Property Appraiser's Office, at the cost of the petitioner, with the area to be vacated outlined. If affected property is on the edge of a section map, additional maps may be required.
- e) Evidence that the vacation will not adversely affect the property rights or right of convenient access of the public, particularly those owners having property immediately adjacent to or in the general vicinity of the property in question.
- f) Letters from all utility companies (telephone, electric, gas, cable, etc.) stating they have no objections to the vacation of the property, easement, etc.
- g) A legal description of the specific property to be vacated.
- h) If the property is located within a municipality, the petitioner must also provide documentation of the Municipal Board or Council's position regarding the request.

The petition and attainments shall be forwarded to the Public Works Director for review and determination of compliance with County regulations.