

POLICY
VACATING OF ALLEYWAYS, STREETS, ROADS, DRAINAGE EASEMENTS

- I. To initiate the process for vacating property or easements, all applicants must submit a petition to the Public Works Office of the BOCC. All property owners who have property that is contiguous to the property or easement to be vacated should sign the petition. All petitions must be accompanied by the following:
- a. A check in the amount of \$300.00 made payable to the Board of County Commissioners for 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 or easement 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 the 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 inmediately adjacent to or in the general vicinity of the property in question.
 - f. Letters from all utilities companies (telephone, electric, gas, cable, etc.) stating they have no objections to the vacation of the property or easement.
 - 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.
2. The petition and attainments shall be forwarded to the Public Works Director for review and determination of compliance with County regulations.
3. Following review, the Public Works Director shall provide a recommendation to the Board of County Commissioners. Upon receipt of the recommendation, if the Board chooses to move forward it will establish a date for a public hearing and authorize the publication of the "Notice of Public Hearing" to consider vacating the property or easement, at least two weeks prior to the hearing.
4. The property or easement to be vacated shall be posted by the Public Works Department at the most conspicuous location, with a sign indicating the time, date and location of the public hearing to consider the vacation. Notice shall be given to affected property owners who are not signatories on the petition.
5. The public hearing shall be held to consider the vacation of the property or easement. If it is the decision of the Board to vacate said property or easement, a resolution shall be adopted. The affected property shall be divided among property owners according to Florida Statutes.
6. The "Notice of Adoption" of such resolution by the Commissioners shall be published one time in one issue of a County newspaper within 30 days following adoption.
7. The proof of publication of "Notice of Public Hearing," the Resolution as adopted, and the proof of publication of the "Notice of Adoption" shall be recorded into the public records, and a copy forwarded to the Public Works Department.

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