



PUBLIC WORKS DEPARTMENT
1050 MALABAR ROAD SW PALM BAY, FLORIDA 32907
PHONE: (321) 952-3403
EMAIL: pwpermitting@palmbayflorida.org

REQUEST TO VACATE EASEMENT/DRAINAGE RIGHTS-OF-WAY

This application must be completed, legible, and returned, with all attachments referred to herein, to the Public Works Department, Palm Bay, Florida. The request will then be reviewed by City staff and scheduled before the City Council. A minimum of eight (8) weeks is required to process the application. You or your representative are required to attend the hearing and will be notified by mail of the date and time of the meeting. The meeting will be held at 7:00 p.m. in the City Hall Council Chambers, 120 Malabar Road, SE, Palm Bay, Florida, unless otherwise stated.

Name of Applicant (Please print): _____

Address: _____

City: _____ Zip Code: _____

Phone Number: _____ Business Phone Number: _____

Fax Number: _____ Email: _____

LEGAL DESCRIPTION, PREPARED BY A CERTIFIED SURVEYOR, OF THAT PORTION OF THE EASEMENT REQUESTING TO BE VACATED UPON WHICH THE ENCROACHMENT IS PROPOSED OR CURRENTLY EXISTS:

Section: _____ Township: _____ Range: _____

Size of area covered by this application (calculate acreage): _____

Zoning classification at present: _____

Which action applying for (easement, drainage): _____

Reason for requesting vacation and intended use: _____

If the encroachment currently exists, provide the date that a permit was issued by the Building Division.

The following enclosures are needed to complete this application:

\$182.00 Application Fee. Make check payable to "City of Palm Bay".

List of names and addresses of property owners abutting the lot or parcel within which the easement or drainage right-of-way is located;

Copy of plat, map, etc. depicting area location of easement or drainage right-of-way to be vacated.

Original notarized letters from the utility and service companies are required stating whether or not they object to or if there is no interest in the vacating of the easement or drainage right-of-way. If equipment lies within the easement or drainage right-of-way requested for vacation, the applicant shall be responsible for any expenses incurred for relocating same, unless other arrangements have been made with the company.

- a) Florida Power & Light Company;
- b) AT&T Telecommunications;
- c) Spectrum Cable;
- d) Melbourne-Tillman Water Control District (if applicable);
- e) Florida City Gas (if applicable);
- f) Holiday Park, Board of Directors (if applicable).

Are you the property owner of record? Yes No

If no, a notarized letter from the property owner must be attached giving consent to the applicant to request the vacating.

Contact the Land Development Division (321-733-3042) as to whether a variance is required. If Required, YOU MUST OBTAIN APPROVAL FOR THE VARIANCE PRIOR TO PROCEEDING WITH THE VACATING REQUEST.

Required Not Required

I, THE UNDERSIGNED UNDERSTAND THAT THIS APPLICATION AND ALL DATA ATTACHED MUST BE COMPLETE AND ACCURATE BEFORE CONSIDERATION BY THE CITY COUNCIL.

UNDER PENALTY OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING REQUEST TO VACATE EASEMENT/DRAINAGE RIGHTS-OF-WAY APPLICATION AND THAT THE FACTS STATED IN IT ARE TRUE.

Signature of Applicant _____ **Date** _____

Printed Name of Applicant _____

FOR OFFICE USE ONLY

Land Development Division _____ Date _____