



VACATION APPLICATION

Application Fee: \$750	Date Received:	File #: SV
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Type of Vacation: Street Alley Easement Plat Right-of-Way

NOTE: As of January 1, 2004, Public Works is NOT recommending approval of street/right-of-way vacations, reserving availability for stormwater management.

Office use only:				
Ad Date		DRC	Planning	City Council

Application and all pertinent required data (listed below) MUST be submitted with this application

<input type="checkbox"/> ORIGINAL application with Signed & Notarized Vacation application and/or Affidavit Authorization for Agent (if applicable) <input type="checkbox"/> A copy of the deed or other evidence of ownership <input type="checkbox"/> Complete legal description of the portion of property to be vacated <input type="checkbox"/> Digital Text file of metes and bounds description of Property <input type="checkbox"/> Petition signed by the owners of at least sixty percent (60%) of the property abutting the portion of the street or right-of-way proposed to be vacated	<input type="checkbox"/> Signed and sealed boundary survey, completed no more than 12 months prior to the application that accurately shows the current condition of the property to include all existing streets, watercourses, natural feature, vegetation and topography and exact location of all buildings and structures. <input type="checkbox"/> Survey MUST show ALL Easements, Dedications & Improvements <input type="checkbox"/> Survey must have a metes and bounds description of the property showing water and sewer main locations and fire hydrant locations <input type="checkbox"/> Date of Survey: _____ <input type="checkbox"/> Total Acreage of Property _____ <input type="checkbox"/> Square Footage _____
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An explanation of the proposed project, site plan showing building footprints, parking and traffic circulation areas, water and sewer connection locations, and landscaping (if applicable).

In addition to the original application a CD/DVD of ALL supporting documentation needs to be submitted in a separate PDF, appropriately identified by name.

In order that this application be processed in a timely fashion, the correct and complete information is necessary. It is suggested that the applicant bring the application to the Zoning & Code Compliance Division, 126 Harvey St., Punta Gorda, Florida 33950, where it can be reviewed by the staff prior to filing. The Zoning & Code Compliance Division accepts no responsibility for the completeness or accuracy of the application. Errors in the filed application may result in delays with respect to required public hearings. All data and exhibits submitted in connection with the filing of this application become a permanent part of the public record

IMPORTANT: The applicant or his representative MUST be present at the hearing. There will be a fee of \$500.00 for a Voluntary Continuance (a request by the applicant to continue a petition before the appropriate board or council, or by the failure of the applicant to attend or be represented at the appropriate meeting).

1. Applicant

Name:				
Address:	City:	State:	Zip:	
Phone:	Email address			

2. Owner(s) of Record					
Name:					
Address:		City:	State:	Zip:	
Phone:		Email address			
3. Authorized Agent – (if applicable – Property Owner must sign AGENT Affidavit below)					
Name:					
Address:		City:	State:	Zip:	
Phone:		Email address			
4. Legal Description of Property (Attach separate sheet if necessary)					
Note: A digital TEXT file of metes and bounds description of property MUST be submitted on a CD/DVD					
Parcel ID /Account #	Lot #	Block#	Section	Total Sq. Feet	Total Acres
5. Detail narrative describing reason/purpose of Vacation (use additional sheet as necessary)					
<p>I, the undersigned, being first duly sworn, testify and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner(s) of all of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary material attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the hearing can be advertised, and that I am authorized to sign the application by the owner or owners.</p>					
AFFIDAVIT					
_____ Signature of Owner or Authorized Agent		_____ Print Name & Title		_____ Date	
STATE OF _____)		COUNTY OF _____)			
<p>The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification and who did not take an oath.</p>					
_____ Notary Public, State of Florida		_____ My commission Expires		(Seal)	

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

I/We _____, property owner(s), hereby authorize _____ to act as **Agent** on our behalf regarding a VACATION APPLICATION on the property commonly known as _____ in Punta Gorda, Florida.

Signature of Property Owner

Print Name of Property Owner

Date

STATE OF _____)
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 20___, by _____, who is personally known to me or who has produced _____ as identification and who did not take an oath.

(Seal)

Notary Public, State of Florida

My commission Expires