



City of Minneola  
Planning Department  
800 N Highway 27, Minneola, FL 34715  
(352) 394 – 3598 x172

### Right-of-Way / Easement Vacation Application

In accordance with Chapter 19, Fees, of the Minneola Land Development Regulations, additional fees may be charged for advertising and/or actual costs of an engineering application review. The fees must be paid within 30 calendar days of receipt of the City invoice.

The following form is required for all requests to vacate City owned right-of-ways or easements.

1. Name & Address of Petitioner (Owner of Record):

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Phone Number: \_\_\_\_\_

2. Mailing Address of Primary Contact:

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Phone Number: \_\_\_\_\_

3. Proof of payment of taxes: \_\_\_\_\_

4. Property ID Number (for area to be vacated): \_\_\_\_\_

5. Location of vacation request (address and/or subdivision): \_\_\_\_\_

6. A certified survey done by a licensed surveyor and full legal description of the area requesting to be vacated, at the expense of the applicant, must be attached: (initial) \_\_\_\_\_

7. Letters of approval must be included to initiate the process: (initial) \_\_\_\_\_

8. Application fee of \$200.00: (initial) \_\_\_\_\_

POST OFFICE BOX 678, MINNEOLA, FLORIDA 34755 ♦ (352) 394-3598 ♦ FAX (352) 394-7201

## Application for Right-of-Way / Easement Vacation

A Right-of-Way or easement vacation request is required to initiate the ordinance process. The application and supporting documents shall be submitted prior to the reading of any ordinance.

### **1. Application & Review**

Return this form to the Planning and Zoning office. Staff will review all vacations for conformance with the City Code. The final vacation petition will be approved or denied by ordinance by the City Council.

### **2. Submittal Requirements:**

1. A certified survey prepared by a licensed surveyor identifying the area of the requested vacation and identifying the applicant's property.
2. Legal Description of the proposed vacation.
3. Proof of ownership and payment of taxes.
4. Letters of approval from:
  - Duke Energy
  - Sumter Electric Coop.
  - Centurylink
  - Spectrum
  - Lake Apopka Natural Gas
  - And all property owners directly adjacent to the proposed vacation.
5. Application fee of \$200.00

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*Office use only*

Project Name: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_

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