Road/Right-of-Way Vacation (RV)
Application Package

This package is intended to provide you with the information necessary for you to complete an application for a Road/Right-of-Way Vacation. The information requested to be a part of your application represents the minimum requirements for submittal under the Osceola Land Development Code. You are encouraged to submit any additional information you feel necessary to enhance the reviewers understanding of what is being proposed.

Following this page is a form which is intended to serve as the first several pages and/or the cover pages of your application. This form is available from this office via diskette or we will gladly email it to you. You are encouraged to take advantage of working directly on electronic copies of our form.

Included on the application form is a Road Vacation Checklist which lists all of the information required to be included with your application in order for it to be processed. If staff determines within three business days the information submitted is not complete or in conformity with the checklist you will be advised and the application will not be scheduled for review until all information is received. The requirements for this information can be found in Chapters 2 and 8 of the Osceola County Land Development Code. The Land Development Code can be viewed on our Website (www.osceola.org). You are encouraged to study the appropriate portions of the Code before proceeding with your application.

Included within this packet is the Road Vacation Petition which must be signed by the Applicant and notarized. A sample utility company letter has been included for your use, as well as a listing of potentially affected utility providers.

A Project Coordinator will work with you throughout the application process and will provide you information about any meetings and public hearings that may affect your application. Please note that Road Vacation requests are not required to be heard by the Planning Commission and will not follow the schedule in regards to the Board of County Commissioners hearing dates. Our objective in this process is to make it as clearly understandable as we can so that you are able to gain all approvals you seek in a timely manner.
Road (Right-of-Way) Vacation Application Package

Osceola County Board of County Commissioners  Application No.
Community Development Department
1 Courthouse Square, Suite 1400  Date Received:
Kissimmee, Florida  34741
Phone: (407)742-0200 / Fax: (407)742-0205  TRC Meeting:

GENERAL INSTRUCTIONS: This application must be completed and submitted to the Development Review Department along with the required fee and additional information necessary to be considered by the Technical Review Staff.

The County can provide you with a copy of this form via email upon request.

I  APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Owner</th>
<th>Agent</th>
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<tbody>
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<td>Contact:</td>
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<td>Address:</td>
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<td>Email:</td>
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II  PROPERTY

LEGAL DESCRIPTION/SURVEY: Provide a complete legal description below. Included in the legal description shall be the Subdivision, Section, Township, Range, Plat Book and Page Number. Also include the street address, if it is known, as well as the complete parent parcel number. A legal survey, signed by a registered land surveyor, along with an accurate written legal description of the right-of-way to be vacated must be attached.


III  APPLICANT'S REQUEST

Brief description of right-of-way to be vacated:


Detailed reason for right-of-way vacation:


March 2012
IV **UTILITIES**

Please check the potential affected utilities:

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Electric</th>
<th>Cable TV</th>
<th>Gas</th>
<th>Water Reuse</th>
<th>Water</th>
<th>Sewer</th>
<th>Drainage</th>
</tr>
</thead>
</table>

V **CERTIFICATION**

*I CERTIFY THAT*, to the best of my knowledge and belief, all information supplied with this application is true and accurate:

Date: ________________________________ Applicant Signature: ________________________________

Please list signature of all owners of the property

Please print name(s) listed above:
ROAD (RIGHT-OF-WAY) VACATION
SUBMITTAL CHECKLIST

_____ Road (Right-of-Way) Vacation Application

_____ Authority: The name of all parties having interest in the subject property, or certification that the applicant is authorized to sign the application as the agent pursuant to the Osceola Land Development Code, Chapter 2, Section 2.4.

All letters of authorization must be notarized.

_____ Road (Right-of-Way) Vacation Petition: Must be signed by the owner and notarized.

_____ Legal survey: Signed by a registered land surveyor, along with an accurate written legal description of the right-of-way to be vacated. Included in the legal description shall be the subdivision, section, township, range, plat book and page number. Please include a digital CAD file of the boundary survey in AutoCAD or Microstation compatible format (if applicable).

_____ Description: General description of right-of-way to be vacated.

_____ Explanation: Detailed reason for request for proposal vacation of right-of-way.

_____ Utility company letters: Identification of potential affected utilities, including but not limited to telephone, electric, cable TV, gas, water reuse, water, sewer, and county drainage. In those cases where an right-of-way is in use by a utility company, a letter from the utility company having jurisdiction must be submitted which states that they have no objection to the vacation.

_____ Area Location Map: The location of the subject property indicated on a Map or an aerial photograph. This map shall reference known major streets and geographic features with sufficient clarity as to be recognizable by the general public.

_____ Provide Proof of Ownership: A copy of the tax bill or a print out from the Property Appraiser’s office is required.

_____ Application Fee: $1,165.00
ROAD (RIGHT-OF-WAY) VACATION PETITION

Come now, ___________________________________________________________, Petitioner(s), and say that they are the present owners of the legal title to all of the lands abutting and adjoining the following named street or road shown and delineated on the Plat of _________________, of Section ____________, Township ____________, Range ____________, Osceola County, Florida, as filed and recorded in the office of the Clerk of Circuit Court of Osceola County, Florida, in Plat Book ________, Page(s) ________, particularly described as follows, to wit:

and Petitioner(s) hereby petition the Board of County Commissioners of Osceola County, Florida, to vacate, abandon and discontinue as public roads, streets and/or alleys, and to renounce and disclaim any and all right and title of the County of Osceola, a political subdivision of the State of Florida, and the public in and to said roads, streets and/or alleys, and/or portions of said roads and streets, all of which lie outside the corporate limits of any municipality in Osceola County, Florida, and the closing of which will not deprive any person or persons of a reasonable means of ingress and egress to his premises from at least one County, State, or Federal Highway.
STATE OF FLORIDA
COUNTY OF

Sworn to (or affirmed) and subscribed before me this _________ day of ________________, 20_____, by ________________________________.

(Name of Person Making Statement)

______________________________
Signature

____________________________________
Name of Notary typed, printed or stamped

 Personally Known _________ or Produced Identification ________

Type of Identification Produced:
I am processing a request for the road (right-of-way) vacation contained in the documents enclosed with this form.

Please respond within ten working days from the date shown above.

Road to be vacated:

The vacation of this road will ______ will not ______ affect the operations or services of this utility.

If it will, please state reasons:

Authorized Signature: ______________________  Utility Name: ______________________
Telephone Number: ______________________  Date: ______________________
UTILITY COMPANIES

IN INVOLVED WITH ROAD AND EASEMENT VACATIONS

Kissimmee Utility Authority (KUA) Phone (407)933-7777 ext. 1204
Engineering Department
RE: Easement Vacation
Post Office Box 423219
Kissimmee, Florida 34742-3219

Embarq Phone (407)814-5344
Jeff Griffin
RE: Easement Vacation
33 North Main Street
Winter Garden, Florida 34787

Toho Water Authority Phone (407)518-2160
Engineering Department
Re: Easement Vacation
Water Resources Department
101 N. Church Street, 2nd Floor
Kissimmee, Florida 34744

TECO/Peoples Gas Company Phone (407)425-4661
Engineering Department
Re: Easement Vacation
600 West Robinson Street
P.O. Box 2433
Orlando, Florida 32802

Bright House Network Phone (407)532-8508
(fka Time Warner)
P.J. King
Senior Construction Manager
Re: Easement Vacation
3767 All American Boulevard
Orlando, Florida 32810

Orlando Utilities Commission (OUC) Phone (407)957-7231
Attn: Mr. Angelo Perri JR.
Re: Easement Vacation
2903 17th Street
St. Cloud, Florida 34769
City of St. Cloud  
Easement/Road Vacation Specialist  
Re: Easement Vacation  
Water and Sewer Department  
2800 Lakeshore Boulevard  
Saint Cloud, Florida 34769  

Florida Gas Transmission Company  
Allen McCutly  
Re: Easement Vacation  
727 Old Lake Wilson Road  
Kissimmee, Florida 34747  

Comcast of Florida/Georgia, LLC  
Danny Ferguson  
Re: Easement Vacation  
8130 C.R. 44, Leg A  
Leesburg, Florida 34788  

For Progress Energy, send letters to each of the following departmental addresses (regardless of the location of the property):

Progress Energy  
Transmission Line Engineering  
Tod Boyer  
3300 Exchange Plane (NP3D)  
Lake Mary, Florida 32746  
(407)942-9231  

Progress Energy  
Distribution Engineering  
Lori Herring  
3300 Exchange Plane (NP4B)  
Lake Mary, Florida 32746  
(407)942-9513
Please complete this form and include with your submittal

TRANSMITTAL FORM

Osceola County Community Development Department
1 Courthouse Square, Suite 1400,
Kissimmee, Florida 34741
Phone: (407)742-0200 / Fax: (407) 742-0206

APPLICATION #: ________________________

TYPE OF SUBMITTAL

(Please check one)

- □ New Application
- □ Revisions to an existing application
- □ Response to Staff comments
- □ Landscape As-Built: to be scanned and routed directly to Environmental
- □ Engineering As-Built Drawings and/or Close Out Documents: To be scanned and routed directly to Development Review

Engineering Improvement Plans (EIP) ONLY
- □ Residential Subdivision (< 100 lots/tracts) Fee: $3,030 + $15 per lot/tract
- □ Residential Subdivision (> 100 lots/tracts) Fee: $4,195 + $10 per lot/tract
- □ Industrial/Commercial Subdivision Fee: $3,350 + $40 per acre/fraction
- □ Site Development/New Development (< 2 acres) Fee: $1,385
- □ Site Development/New Development (> 2 acres) Fee: $2,695
- □ Revision to an approved EIP (EIP#_______) Fee: $340

General Information:

Date: ______________________________________
Address of Property: __________________________________________________________
Parcel ID Number: ____________________________________________________________
Project Name: ______________________________________________________________
Company: __________________________________ Fax Number: ______________________
Applicant Name: __________________________________ Phone Number: _______________
E-mail Address: ______________________________________________________________
Comments/Documents Submitted:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Delivered by: _______________________________________________________________
Print: __________________________________ Signature: ____________________________ Date: __________

For Office Use:

Routing: □ Scanning → □ Sufficiency

Received by: __________________________________ Date: _________________________
Name: ___________________________________
NOTICE TO APPLICANTS:

This application will require one or more public hearings. Attendance at all hearings by the Applicant or a representative is recommended. Inquiries from the public, the Planning Commission or the Board of County Commissioners for information or clarification may necessitate a response from the Applicant. Consequently, non-attendance may result in a vote for denial or continuance to a future hearing date.

Development Review Department