

# 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](http://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  
Community Development Department  
1 Courthouse Square, Suite 1400  
Kissimmee, Florida 34741  
Phone: (407)742-0200 / Fax: (407)742-0205

Application No.  
Date Received:  
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

	Applicant	Owner	Agent
Contact:			
Address:			
Phone:			
Fax:			
Email:			

## 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:

**IV     UTILITIES**

Please check the potential affected utilities:

Telephone __	Electric __	Cable TV __	Gas __	Water Reuse __	Water __	Sewer __	Drainage __
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**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:

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## 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 Appraisers 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.

WITNESSES:

PETITIONERS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
(Name of Person Making Statement)

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Signature

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Name of Notary typed, printed or stamped

Personally Known \_\_\_\_\_ **or** Produced Identification \_\_\_\_\_

Type of Identification Produced:

From:

To:

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Date:

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Owner's  
Name:

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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:

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

If it will, please state reasons:

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Authorized  
Signature:  
Telephone  
Number:

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Utility  
Name:  
Date:

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## UTILITY COMPANIES

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### 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, 2<sup>nd</sup> 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 17<sup>th</sup> 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

Phone (407)957-7341

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

Phone (407)468-6860

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

Phone (352)315-6600

**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

Application #: \_\_\_\_\_

## Osceola County Community Development Department

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

### 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

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Residential Subdivision</b> ( $\leq$ 100 lots/tracts)  | <b>Fee:</b> \$3,030 + \$15 per lot/tract     |
| <input type="checkbox"/> <b>Residential Subdivision</b> ( $>$ 100 lots/tracts)     | <b>Fee:</b> \$4,195 + \$10 per lot/tract     |
| <input type="checkbox"/> <b>Industrial/Commercial Subdivision</b>                  | <b>Fee:</b> \$3,350 + \$40 per acre/fraction |
| <input type="checkbox"/> <b>Site Development/New Development</b> ( $\leq$ 2 acres) | <b>Fee:</b> \$1,385                          |
| <input type="checkbox"/> <b>Site Development/New Development</b> ( $>$ 2 acres)    | <b>Fee:</b> \$2,695                          |
| <input type="checkbox"/> <b>Revision to an approved EIP</b> (EIP# _____)           | <b>Fee:</b> \$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: \_\_\_\_\_ / \_\_\_\_\_  
Name Date

## **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**