

HENDRY COUNTY PLANNING AND ZONING DEPARTMENT

P.O. Box 2340

LaBelle, Florida 33975-2340

863-675-5240 • FAX: 863-674-4194

<http://www.hendryfla.net/planning.php>

<i>For Office Use Only:</i>	
Date:	_____
Hearing No.:	_____
Fees:	_____
Check No.:	_____ or Cash _____
Strap No.:	_____

VACATION OF EASEMENT, RIGHT-OF-WAY, OR PLAT

NOTE: This application with all supporting exhibits and data must be complete and returned to the Planning and Zoning Department before advertising for public hearings. The applicant or his/her agent must be present at the hearings for the application to be considered.

Application Type (check all that apply): Easement Right-of-Way Plat

Name of Applicant: _____

Address: _____

Tel: _____ Fax: _____ e-mail: _____

Name of Agent: _____

Address: _____

Tel: _____ Fax: _____ e-mail: _____

Property Address: _____

Property Acreage: _____

Future Land Use Designation on Property: _____

Zoning Designation on Property: _____

Adjacent Zoning: North: _____ South: _____ East: _____ West: _____

Adjacent Future Land Use: North: _____ South: _____ East: _____ West: _____

Reason for Request: _____

Is there an existing approval for a special exception, rezone, variance, and/or administrative waiver on the property?
If yes, please provide resolution and/or ordinance numbers

All data and exhibits submitted in support of this application shall become a permanent part of the public records of Hendry County, Florida.

SUBMITTAL REQUIREMENTS (unless waived at the pre-application meeting):

1. Original application.
2. Proof of ownership or contract to purchase or lease property.
3. A copy of the pre-application meeting notes.
4. Maps and drawings as follows:
 - a. A plat map, tax map, or section map accurately showing all lands to be vacated. If such maps are not available, a survey sketch of lands made by a professional surveyor and mapper will be sufficient.
 - b. In all cases, the scale used will be of sufficient size to show all detail and will be stated on every sheet showing any portion of the land included.
 - c. The name of the subdivision will be shown on each sheet as well as all lot numbers, block numbers, and street names.
 - d. The size of each sheet will be no larger than 24 inches by 36 inches or smaller than 8½ inches by 11 inches.
 - e. A prominent north arrow drawn on every sheet.
 - f. The map or drawing will indicate all affected property owners.
 - g. Two copies of the aerial and two copies of the plat.
5. Letters stating no objection from the following agencies:
 - a. Southwest Florida area office of the Florida Department of Transportation.
 - b. The Hendry County Health Department, Environmental Section.
 - c. The Hendry County Engineer.
 - d. The Hendry County Building, Licensing and Code Enforcement Director.
 - e. All applicable utility companies.
6. A list of all affected property owners (names and addresses).
7. List of surrounding property owners within 750 linear feet from boundaries of subject property.
 - a. Three (3) sets of mailing labels (1" x 2 5/8") of surrounding property owners.
8. Electronic version of legal description (for advertising).
9. Area location map (provide electronic version for advertising).
10. Machine-validated tax receipts from the tax collector showing that all state and county taxes have been paid (for plats and easements only).
11. In addition to the legal description of the property, the petition shall include the street address and/or general location of the property in the County. If such tract or parcel of land is within the corporate limits of an incorporated city or town, the governing body of the County will be furnished with certified copy of the resolution of the town council or city commission, as the case may be, showing that it has already, by suitable resolution, vacated such plat, subdivision, or right-of-way sought to be vacated.
12. An opinion of title as approved by the County Attorney.
13. Any additional data, materials, or information deemed necessary by the County to make a determination.
14. Processing fee payable to the Hendry County Board of County Commissioners:
\$2,500.00

Advertising charges are separate and will be invoiced prior to public hearings

Please submit original application plus supporting documentation for sufficiency review. Once the application has been deemed sufficient, please submit 4 copies and 1 CD of all documents for formal review. The Local Planning Agency public hearing will require 10 copies and the Board of County Commissioners public hearing will require 13 copies, plus a CD.

LETTER OF AUTHORIZATION

ATTEST:

We/I, _____, being first duly sworn, depose and say that we/I are/am the owners of the property described herein and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, all sketches, data, and other supplementary matter attached to and made a part of this application, are true and correct to the best of our knowledge and belief. We/I understand that the information requested on this application must be complete and accurate and that the content of this form, whether computer generated or County printed shall not be altered.

As property owner We/I further authorize _____ to act as our/my representative in any matters regarding this Petition.

(Signature of Property Owner)

(Signature of Property Owner)

(Typed or Printed Name of Owner)

(Typed or Printed Name of Owner)

State of Florida
County of Hendry

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.

(Signature of Notary Public – State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)