



The Department of Planning, Zoning and Development Vacating of Rights of Way/Easements

A pre-application meeting is strongly encouraged **before** submitting your application. The process to vacate and abandon an easement or right-of-way located within the city limits requires review by city staff, public notice, and approval by City Council. Please contact the City of DeBary Planning Administrator at 386-668-2040 x 317 with any questions regarding this application or the vacate/abandonment process.

APPLICANT

OWNER

Name: _____

Name: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Phone: _____ Fax: _____

E-Mail Address: _____

E-Mail Address: _____

Contact Person: _____

Contact Person: _____

Applicant is: Owner Attorney for Owner Agent for Owner Contract Purchaser

Pre-Application Conference held on _____

If you are not the property owner, you must have the owner complete the *Notarized Authorization of Owner form*.

APPLICANT SIGNATURE: _____ DATE _____

APPLICANT SIGNATURE: _____ DATE _____

PROJECT INFORMATION

Project Name: _____

Address of parcel: _____

Parcel ID Number(s): _____

Size of parcel: _____

Future Land Use: _____ Existing zoning: _____

Existing Use of Property: _____

Utility: Private Septic/Well by _____ Central Sewer/Water by _____
 Other by _____



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STAFF USE ONLY

Planner's Comments/Notes: _____

_____ Notifications Discussed

Date Submitted: _____ Taken By: _____ Time: _____ a.m. /p.m.

Violation(s): _____

PA Meeting Date: _____

EMD Required: YES NO

N/C Lot Letter Required: _____

Other: _____



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Parties petitioning the **City of DeBary** to close or vacate a right of way or easement must comply with the following:

1. Prepare a petition to vacate right of way or easement and present same to the Department of Planning, Zoning, and Development, 16 Colomba Rd., DeBary, FL 32713
2. The Petitioners must show that they are the owners of a fee simple title to the lands bordering subject rights of way or easement and that the taxes have been paid.
3. The Petitioners are responsible for obtaining Letters of No Objection from Local Utility providers, and other entities when requested.

The “Utility Package” must include the following information.

- a. Written request
 - b. Provide a contact person with name, address and daytime phone number
 - c. A location map showing the area to be vacated highlighted. Major and minor roads to be shown with street names.
 - d. A copy of the plat if applicable
 - e. A copy of property survey if available
 - f. A description of the area to be vacated (a legal description is preferable)
4. Include a fee of \$660.00 to pay for associated costs. (MAKE PAYABLE TO: City of DeBary)
 5. Signed and Notarized Development Reimbursement Form (Pass Through Agreement), if applicable
 6. The City of DeBary will place advertisement in the newspaper setting date of the city council public hearing and will advise the petitioner of the same. Advertising costs are the sole responsibility of the applicant.



**The Department of Planning, Zoning and Development
Vacating of Rights of Way/Easements**

PETITION FOR THE ABANDONMENT OF RIGHT(S) OF WAY OR EASEMENTS

TO: THE HONORABLE CITY COUNCIL OF THE CITY OF DeBARY, FLORIDA:

The undersigned Petitioner(s) respectfully request your Honorable Body to renounce and disclaim any right of the City and the Public in and to the following right(s) of way or land or interest herein, legally described as:

and the rights of the Public thereto be relinquished.

The reason(s) for requesting this abandonment of right(s) of way or easement(s) is/are: (Please thoroughly explain the basis for your request. i.e. setback or zoning requirements, etc.)

WHEREFORE, we pray that your Honorable Body adopt a Resolution setting forth a time for public hearing for the purpose of considering and taking appropriate action in compliance with Section 336.09(1)(b), Florida Statutes, and any amendments thereto.



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The Petitioner(s) being the owner(s) of the adjoining property road(s), or street(s), or land or interest therein hereby deposit the required sum for processing this request as established by the DeBary City Council.

Signed this ____ day of _____, 20__.

SIGNATURE	PRINTED NAME	TAX PARCEL I.D. #
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SIGNATURE	PRINTED NAME	TAX PARCEL I.D. #
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SIGNATURE	PRINTED NAME	TAX PARCEL I.D. #
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SIGNATURE	PRINTED NAME	TAX PARCEL I.D. #
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Address: _____

Phone No.: _____



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UTILITY COMPANY CONTACTS

You only need to contact those providers that service your area.

Florida Public Utilities

Contact: Dan Scribber
Email Preferred: dscribber@fpuc.com
Phone: 386-668-2600

Duke (Formerly Progress Energy)

Contact: Nick Brana or Linda Bauer
Email Preferred: lnick.brana@dukeenergy.com
Or linda.bauer@dukeenergy.com
Phone: Nick – 407-942-9727
Phone: Linda – 407-942-9726

AT&T

Contact: Scott Lorenz
Email Preferred: sl4484@att.com
Phone: 407-302-7611

Century Link

Contact: J. Hall
Phone: 407-830-3266

Comcast

Phone: 386-668-8689

Bright House

Contact: Sean Riden
Phone: 386-775-4444 ext 100-7216
Email: Tony.Castrilli@mybriighthouse.com.

Florida Power & Light

Contact: John Trinidad
Email Preferred: john.trinidad@fpl.com

Volusia County Utilities

Contact: Scott Mays
Phone: 386-943-7027
Email: smays@volusia.org

City of Deltona Utilities

Phone: 386-575-6800