



Board of County Commissioners

DEPARTMENT OF GROWTH MANAGEMENT

LAND DEVELOPMENT DIVISION

3600 W. Sovereign Path, Suite 140

Lecanto, FL 34461

Telephone: (352) 527-5239 TTY Dial 711

Web Address: www.citrusbocc.com

STREET/PLAT VACATION APPLICATION

Application No.: \_\_\_\_\_ Date: \_\_\_\_\_

\* Agent for Petitioner .

Applicant\*

Petitioner(s)

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

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Home No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Work No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Work No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Property Description: Section: \_\_\_\_\_ Township: \_\_\_\_\_ South Range: \_\_\_\_\_ East

Legal Description: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Block/Parcel: \_\_\_\_\_

Alternate Key #: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Is this hearing being requested as a result of a Code Violation Notice? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", explain on a separate sheet and attach a copy of the Notice of Violation.

Applicant Request (purpose of vacation): \_\_\_\_\_

Directions to the Property from Lecanto: \_\_\_\_\_

I DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN AND THE ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature: \_\_\_\_\_

STATE OF FLORIDA
COUNTY OF CITRUS

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared \_\_\_\_\_, who is personally known to me or provided \_\_\_\_\_ as identification and who did not take an oath.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Seal

Printed Name

Notary Public - State of Florida

For Staff Use Only

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Initials: \_\_\_\_\_

Phone Company: \_\_\_\_\_ Cable TV: \_\_\_\_\_ Electric Service: \_\_\_\_\_

Water Provider: \_\_\_\_\_ Sewer Provider: \_\_\_\_\_ Mosquito Control: \_\_\_\_\_

Gas Provider: \_\_\_\_\_ Ownership and Encumbrance Report: \_\_\_\_\_

Required for Plat Vacations: \_\_\_\_\_ Proof of Publication: \_\_\_\_\_ Proof of Paid Taxes: \_\_\_\_\_



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### SUBMITTAL REQUIREMENTS FOR STREET/PLAT VACATION

\_\_\_\_\_ Completed Application for Street/Plat Vacation (form in packet)

\_\_\_\_\_ Applicable filing fee as required by Resolution adopted by the Board of County Commissioners. Make check(s) payable to Citrus County Board of County Commissioners. Applicant will also be billed for advertising and postage fees. In accordance with the requirements of the Citrus County Land Development Code (Ord. 2012-06 as amended), the applicant is responsible for payment of all costs for public notification of the application review. These costs include notification of abutting property owners by mail and advertising in a newspaper of general circulation. Applicants shall be billed actual costs incurred for public notification. No application shall be processed for final adoption until all fees are paid. (Please refer in packet to page entitled "Costs Involved in a Petition for a Street/Plat Vacation.")

\_\_\_\_\_ Ownership & Encumbrance Report prepared by a Title Company, which includes a legal description of property to be vacated, ownership of property to be vacated, and a list of the names and addresses of all owners of property abutting the area to be vacated.

\_\_\_\_\_ Petition (see sample in packet).

\_\_\_\_\_ Letters from all utilities that service the area (telephone company, cable TV, electric service, water provider, sewer provider, gas provider, mosquito control) indicating that they have no easements or utilities that require relocation and no future plans to construct utilities or otherwise utilize the rights-of-way at issue.

\_\_\_\_\_ Letter of authorization as applicable (form in packet).

\_\_\_\_\_ For Plat Vacations, submit a duplicate copy of tax receipt demonstrating that taxes have been paid on property to be vacated. (Duplicate copies of tax receipts can be obtained from tax collector's office.) [Ref: F.S. 177.101.(4)]

\_\_\_\_\_ For Plat Vacations, person making application shall submit proof of legal publication giving notice of their intention to apply to the Citrus County Board of County Commissioners to vacate said plat either in whole or in part. The legal notice must run in not less than two weekly issues of a newspaper of general circulation in Citrus County in which the tract or parcel of land is located. (See sample notice in packet.) [Ref: F.S. 177.101.(4)]

**STREET VACATIONS WILL REQUIRE SUBMITTAL OF A SURVEY THAT INDICATES HOW THE APPLICATION AREA (IF APPROVED) WILL BE ADDED TO THE ADJACENT LOTS. THIS SURVEY MUST BE SUBMITTED PRIOR TO PLACEMENT OF A STREET VACATION APPLICATION ON THE BOARD OF COUNTY COMMISSIONERS.**



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### **COST INVOLVED IN A PETITION FOR STREET/PLAT VACATION**

1. The filing fee for a Street/Plat Vacation is as required by Resolution adopted by the Board of County Commissioners. Fees are to be paid at time of submittal and make checks payable to BOCC.
2. Advertisement in the Citrus County Chronicle of the notice of public hearing. (This amount is unknown to us as the petitioner pays the Chronicle directly.) Please note that this fee must be paid as soon as possible. The Chronicle will not issue the County a Proof of Publication until their invoice is paid by the petitioner. This Proof of Publication must be received by the County before the public hearing may take place.
3. Certified Mail charge to the Clerk of the Courts is \$5.75 for each abutting property owner plus the petitioner and his/her attorney, if any.
4. Advertisement in the Citrus County Chronicle of the notice of adoption, if the vacation is approved. (This amount is unknown to us as the petitioner pays the Chronicle directly.)
5. Recording fees are to be paid to the Clerk of the Court, if the vacation is approved. **Recording fees vary by the length of the vacate resolution: \$10.00 for the first page and \$8.50 for each additional page.**



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### APPLICATION FOR ABANDONMENT AND VACATION OF STREETS EASEMENT AND RECORDED PLATS

Vacation of previously recorded developments are sometimes necessary to carry out a new proposed development. This section describes the steps involved and the information required for vacation of streets, easements, recorded plats, or other public lands.

1. A completed application is submitted along with petition and supporting documentation and the required fee to the Department of Growth Management. The applicant shall submit letters from the appropriate utilities (telephone, power, water, sewer, etc.) certifying they have no easements or utilities in the public right-of-way. The applicant shall also furnish an Ownership and Encumbrance Report from a title company to insure that the described area is owned by the county; this must include a legal description of the property to be vacated. Said report shall also list the names and addresses of all owners of property abutting the area to be vacated.

Persons making application for Plat Vacations, either in whole or in part, shall give notice of their intention to apply to Citrus County Board of County Commissioners to vacate said plat by publishing legal notice in a newspaper of general circulation in Citrus County, in not less than two weekly issues of said paper, and must attach to the Petition for vacation the proof of such publication together with certificate(s) showing that all property taxes have been paid. A duplicate copy of tax receipt can be obtained from the Tax Collector's Office.

2. The application is reviewed for completeness. Completed applications will be formally accepted and scheduled for review by the Plat Review Team. Applications, which are deemed incomplete, will be returned to the applicant along with an explanation in writing describing the deficiencies.
3. Completed applicants are scheduled for review by the Plat Review Team. Applicants will be advised of the outcome of this review in writing.
4. The Plat Review Team will then forward the application it to the Planning and Development Commission (PDC) for review. Applicants will be advised of the date and time of review by the PDC, and must attend.
5. The application is scheduled for public advertisement prior to a public hearing before the PDC. The PDC then makes a recommendation and forward the application to the County Attorney's office.
6. For street vacation applications, a survey must be received that indicates how the application area (if approved) will be added to the adjacent lots. This survey must be received prior to this application being placed on the agenda of the Citrus County Board of County Commissioners.
7. After the County Attorney receives the application, a date for public hearing is scheduled before the Citrus County Board of County Commissioners.
8. If the vacation is approved, the notice of the adoption of the Resolution shall be published in a weekly newspaper, authorized by law to publish legal notices in Citrus County, Florida, within thirty (30) days from the date of adoption at the expense of the petitioner.

When a vacation is approved, title to the real property, formally occupied by the street, road, or alleyway, shall vest in fee simple to the abutting landowners. Such abutting owners shall take title to the real property, formally occupied by the street, road, or alleyway, subject to any easements as may be delineated as necessary to further and/or preserve public health, safety, and welfare.



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**SAMPLE**

**PETITION**

**TO: THE BOARD OF COUNTY COMMISSIONERS OF CITRUS COUNTY, FLORIDA:**

The undersigned, hereby petitions this Board to close, vacate, abandon, and discontinue (that, those) certain street(s), road(s), alleyway(s) delineated on the recorded plat of \_\_\_\_\_, recorded in Plat Book \_\_\_\_\_, Page \_\_\_\_\_, public records of Citrus County, Florida, described on the attached Exhibit "A", which is hereby made a part hereof by reference; that petitioner would not inconvenience anyone for the same to be closed, that Petitioner recognizes, acknowledges and accepts the reservation by said County, the right to create any easements upon said vacated lands as may be necessary to further and/or preserve the public health, safety, and welfare, and that Petitioner will pay the expense of public notice of the hearing to determine the advisability of closing the same.

WHEREFORE, the undersigned petitions this Board to call a public hearing at Petitioner's expense to determine the viability of closing said street(s), road(s) alleyway(s) and that, upon such a hearing, this Board will determine that the same should be closed and adopt an appropriate Resolution closing, vacating, abandoning and discontinuing the same, and renouncing and disclaiming any right of Citrus County and the public in and to any land delineated on the recorded plat of said, except for the reservation of the right to any easements as may be found necessary, by the Board of County Commissioners, to further and/or preserve the public health, safety, and welfare.

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Petitioner



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**SAMPLE**

**NOTICE OF PETITION TO VACATE PLAT**

The Petitioner, \_\_\_\_\_, on behalf of \_\_\_\_\_  
\_\_\_\_\_, hereby give notice of their intention to petition the Citrus County Board of County  
Commissioners to vacate a portion of that certain plat of \_\_\_\_\_, as described in  
Exhibit "A" attached hereto and made a part hereof.

\_\_\_\_\_

BY: \_\_\_\_\_  
PETITIONER

**NOTICE:**

To be published **two (2) times**, (\_\_\_\_\_, 20\_\_) in the Citrus County Chronicle. Please send  
proof of publication and invoice to \_\_\_\_\_.