



# VACATION OF PUBLIC EASEMENT GUIDELINES

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## OVERVIEW OF APPLICATION PROCESS

### REQUIRED SUBMITTALS:

Application Form – The “Subdivision Decision” application form is available online here:

<http://www.stpete.org/development/forms.php>

- Application Fee: The application fee to request vacation of an easement is \$500.00
- Three copies of graphics<sup>1</sup> commonly known as a sketch (drawn to scale) and legal description. These should be attached to the application and depict the specific area proposed for vacation.
- Formal Legal Description<sup>1</sup> - A paper copy must be submitted with the application. An electronic copy (.doc, .rtf or similar formats) must also be provided via e-mail. An electronic copy (pdf) of the sketch and legal is also required via email.
- Project Narrative – The narrative should explain why the vacation is necessary and how the request is consistent with the applicable review criteria (see applicable rules under “Standards for Review” below).
- Vacation of easements does not require the Public Participation report or Neighborhood Worksheet.

### APPLICABLE RULES:

Here are the links to the sections of the City Code that regulate the City’s review and decision:

1. Application requirements and procedures – See Section 16.40.140.1 Generally and 16.40.140.2.1 and Vacating public rights-of-way easements, walkways, generally and 16.40.140.2.2 Payment for required public improvements: [16.40.140 - SUBDIVISIONS](#)
2. Standards for Review – See Section 16.70.050.1 Subdivision decisions, generally and 16.70.050.1.1 Vacating public rights-of-way, easements, and air and subsurface rights: [16.70.050 - SUBDIVISION APPLICATIONS](#)

### THE PROCESS:

Once an application is formally filed, it is routed for review and comments by City departments and non-City utilities. Some of these comments may require action or response from the applicant. Once all comments have been addressed, and any utilities removed or abandoned, the easement vacation is then sent to the Mayor for signature and to the City Clerk for recording at the County. The total process usually takes between 60 – 90 days. If special conditions, such as utility work apply, it may take longer to complete the process.

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<sup>1</sup> Mistakes on the graphics and/or written legal description can cause significant delays or other unintended problems. City staff cannot ensure that a legal description is technically correct. Applicants should consult a licensed professional surveyor or civil engineer to ensure the graphics and written legal description are done properly.