

CITY OF AVON PARK
452-4403

Checklist of steps to follow for the VACATING of Right-of-Ways, property or road closings.

OWNER TO DO: (see information and examples provided)

1. Petition submitted by Owner with the following attached:

Written statements declaring there is or is not an interest in the right-of-way; and, if there is an interest in the right-of-way, the extent of such interest from:

- City Public Works Department
- Water Management District
- Sprint Telephone
- Progress Energy
- Comcast Cable
- Gas Company
- Provide a list of property owners within 300' for the City to notify.

2. A location map drawn to scale showing the property location and the major street network, and showing the existing right-of-way and the portion to be vacated.
3. Check for \$250.00 made payable to The City of Avon Park

CITY TO DO:

1. Review by Technical Review Committee (TRC)
2. Notify property owners within 300' of P&Z review
3. Public Notice of P&Z review of Intention to Vacate Right-of-Way
4. Planning & Zoning Board Review for recommendation to City Council
5. Public Notice of Intent of Adoption of Resolution to Vacate by City Council
6. City Council Meeting
7. Record Resolution to Vacate with County Recording Office
8. Letter of results to applicant

→ EXAMPLE: ←

PETITION FOR VACATING AND CLOSING RIGHT-OF-WAY

TO: The City Council of Avon Park, Highlands County, Florida

The undersigned petitioners respectfully petition the City Council of Avon Park, Highlands County, Florida, and request that the road right-of-way described as follows:

be vacated, abandoned, and discontinued and closed, and that any rights of the City and the public in and to the said right-of-way and any lands in connection therewith, be renounced and disclaimed by the City Council of Avon Park, Highlands County, Florida. In support of this petition, petitioners respectfully show:

1. Petitioners are the owners of all the land abutting the above described right-of-way.
2. The right-of-way is not now opened and never has been opened. The right-of-way and the use thereof are not now needed by the public and will not be needed in the future. The closing of the right-of-way will not deprive any of the petitioners the right of access to the property, nor will it deprive any other person of convenient access to his or her property.
3. The right-of-way is not a state or federal highway and no part of the right-of-way is located within the corporate limits of any municipality.

WHEREFORE, the undersigned petitioners request that the City Council of Avon Park, Highlands County, Florida, adopt a resolution setting a time and place for a public hearing, and, after due notice thereof, adopt a resolution vacating, abandoning, discontinuing and closing the right-of-way described above, and renouncing and disclaiming any rights of the City and the public in and to the easement and any lands in connection therewith, in accordance with the provisions of Section 336.09 and Section 336.10 of the Florida Statutes.

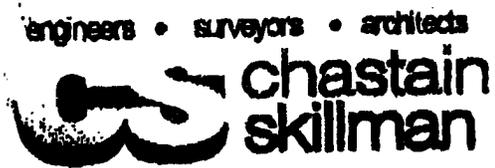
DATED this _____ day of _____, _____.

Petitioner

Petitioner

Petitioner

EXAMPLE



863-382-
863-382- (FAX)

**Right of Way Vacating
Lake Tutans Court**

Date: February 2, 2006

Mr. Fred Walkup
Teco- Peoples Gas
185 W. Main St.
Avon Park, FL 33825

Dear Fred:

Project Location: The proposed site is situated on the west side of South Lake Boulevard approximately 800 feet south of the intersection with Hal McRae Boulevard. The tax ID # is [redacted]. The property address (as shown on the tax appraiser sheet) is South Lake Boulevard.

As of this date Chastain-Skillman-Inc. is in the process of submitting a petition to the City of Avon Park for Vacating and closing a portion of the right-of-way.

Enclosed is a copy of the tax map description for the proposed vacating, a proposed site plan and a legal description for the proposed vacating.

Please provide this office with written confirmation that your company does not have an interest in the right-of-ways.

If you have any questions contact this office.

Very truly yours,

CHASTAIN-SKILLMAN, INC.

Tom Moran

Engineer Intern

Orlando, Florida 32811
407-548-1402
434, Suite 111, Longwood, Florida 32750

Gas Co.

**Fred Walkup
Utility Technician
Teco/Peoples Gas
1085 W. Main St.
Avon Park, FL 33825
863/452-2252**

Miscellaneous

**Southwest Florida Water Management District
2379 Broad St.
Brooksville, FL 34604-6899
Jay Ahern
Senior Land Acquisition Specialist
352/796-7211 or 800/423-1476**

City Public Works Dept. -

**Ted Long, Interim Public Works Director
2121 U.S 27 S.
Avon Park, FL 33825
863/443-1425 - Cellphone
863/452-4427 - Office**

Cable Co.

**Comcast
3010 Herring Ave.
Sebring, FL 33870
863/385-4401
Walt McHargue - Plant Manager**

Power Co.

**Progress Energy
3250 Bonnett Creek Road
Post Office Box 10,000
Lake Buena Vista, FL 32830
407/938-6699
Irma Cuadra, Easement Assistant**

Telephone

**Gordon Marshall
Engineering Manager
Sprint
2523 South Memorial Drive
Avon Park, FL 33825-9601
863/452-3132**
