



APPLICATION FOR VACATION OF EASEMENT

Please submit a completed application to the Building and Zoning Department for payment and meeting scheduling. Chapter 30-333 of the City of Satellite Beach Land Development Regulations contains the instructions for filing and the required exhibits.
INCOMPLETE APPLICATIONS SHALL NOT BE ACCEPTED.

1.Project Information	Property Address/Location Description			
2.Applicant/Owner	Name of Applicant/Contact		Name of Owner	
	Street Address		Street Address	
	City, State & Zip		City, State & Zip	
	Phone#	Fax#	Phone#	Fax#
	Email Address		Email Address	
3.Applicant Status	Owner Tenant Agent Other			
4.Parcel ID			Tax Account	
5.Site Size	Acres		Square Feet	
6. Legal Description of Right of Way to be vacated	A verified legal description is required before hearings can be schedule.			

7. Note any previous vacations of the site	
8. Check other applications submitted	Annexation Conditional Use Development of Regional Impact Master Plan Approval Vacation of Easement Site Plan Subdivision Plat Rezoning Other: _____
9. Narrative	Please provide a brief description of your request:



SUBMITTAL CHECKLIST

Please fill out the following and submit the documents to the Building and Zoning Department. Payment of fees does not ensure a favorable decision. Additional information may include documents initially waived at the pre-application meeting but subsequently determined necessary by staff.

- COMPLETED APPLICATION FEES
- WARRANTY DEED
- NOTARIZED OWNER AUTHORIZATION
- 6 COPIES OF RECENT CERTIFIED SURVEY AND LEGAL DESCRIPTION SHOWING THE EASEMENT.
(Containing a legal description with permanent reference points as described by Chapter 177, Florida Statutes (2005), with bearings, distances and closures.)
- UTILITY PROVIDER LETTERS
 - AT&T
 - FLORIDA POWER & LIGHT
 - NUI CITY GAS COMPANY OF FLORIDA
 - BRIGHT HOUSE NETWORKS
 - CITY OF SATELLITE BEACH PUBLIC WORKS
(STORMWATER, SEWER)
 - UTILITY SERVICES
(BREVARD COUNTY – SANITARY SEWER)
 - CITY OF MELBOURNE
(WATER DEPARTMENT)

Applicant/Owner Signature:

Date:

- All applications shall substantially comply with conditions set forth in Ordinance 1081.
- All applications shall require Planning Staff review prior to submittal.
- All applications shall be submitted to the building and Zoning Department and officially logged in by 4:00 p.m. on deadline dates.
- Incomplete applications and applications without appropriate backup information/justification will not be accepted and will not be considered to be officially submitted until the appropriate information is submitted. Meeting dates for incomplete applications will not be set until all required information is submitted.
- Petitions requiring review from other boards or commissions prior to being forwarded to the Planning Advisory Board(PAB)/City Council are not guaranteed placement on the schedule noted above.
- All meeting agendas will be posted on the City's web site and staff reports for the request can be obtained by contacting the Building and Zoning Department at 321-773-4409.

ACKNOWLEDGEMENT

1. I am the owner and/or legal representative of the owner of the property described, which is the subject of this application.
2. All Answers to the questions in said application and all surveys and/or site plans and data attached to and made a part of this application are honest and true to the best of my knowledge and belief. By my signature below, I acknowledge that I have complied with all submittal requirements and that this request package is complete. I further understand that an incomplete application submittal may cause my application to be deferred.
3. Should this application be granted, I understand that any condition(s) imposed upon the granting of this request shall be binding to the owner, his heirs, and successors in title to possession of the subject property.
4. I understand that I must attend all applicable meetings and have been informed of the meeting date(s) and time(s). I understand that if I fail to appear at an applicable meeting, the appropriate Board or Commission may either table or deny the request.
5. I understand that my request if approved does not encumber provision of utility, road or other. City infrastructure capacity. The analysis provided by staff of existing levels of service for public facilities and services in the vicinity of the parcel identified in this application is a non-binding analysis and does not guarantee capacity will be available in the future or encumber/reserve capacity for any period of time.

This matter is subject to quasi-judicial rules of procedure. Interested parties should limit contact with the City Council and Planning Advisory Board on this topic to properly noticed public hearings or to written communication to the City Clerk's Office, City of Satellite Beach, 565 Cassia Blvd, Satellite Beach FL 32937

(Signature)

(Date)

FOR OFFICE USE ONLY

DATE RECEIVED: _____

ACCEPTED BY: _____

PLANNING ADVISORY BOARD DATE & TIME: _____

CITY COUNCIL DATE & TIME: _____

CASE NUMBER: _____

UTILITY PROVIDER	TELEPHONE NUMBER
Nui City Gas Company of Florida Holly Coombs Brevard Division 4180 South US1 Rockledge, FL 32955-5309	321-638-3419 321-633-4660 FAX 772-216-2003 hollycoombs@nee.com
Florida Power and Light Company Daniela Rodas 9001 Ellis Road Melbourne, FL 32904	321-726-4864 321-312-8894 CELL Daniela.rodas@fpl.com
City of Melbourne Engineering Department Tammy Mayfield, Engineering 900 Strawbridge Ave Melbourne, FL 32901	321-608-7313 321-608-7319 FAX tmayfield@melbourneflorida.org
Bright House Networks Paul Rymer 1575 Palm Bay Rd. NE Unit 110 NE Palm Bay, FL 32905	321-757-6503 321-373-5846 FAX Paul.Rymer@charter.com
City of Satellite Beach Public Works Director Allen Potter 565 Cassia Blvd Satellite Beach, FL 32937	321-777-2309 321-777-2241 FAX
AT&T Jason Kaufman 712 Florida Avenue Cocoa, Florida 32922	321-690-2070 321-638-2485 FAX Jk0276@att.com
Utility Services Dept (Brevard County Sanitary Sewer) Robert Adolphe or Tammy Hurley 2725 Judge Fran Jamieson Way Viera, FL 32940	321-633-2094 321-633-2095 FAX Tammy.hurley@brevardcounty.us

FILING INSTRUCTIONS

- All applications shall require Planning staff review prior to submittal.
- All applications shall be submitted to the Building and Zoning Department and officially logged in by 4:00 p.m. on above noted deadline dates.
- Incomplete applications and applications without appropriate backup information/justification will not be accepted and will not be considered to be officially submitted until the appropriate information is submitted. Meeting dates for incomplete applications will not be set until all required information is submitted.
- Applications requiring review from other boards or commissions prior to being forwarded to the Planning and Zoning Advisory Board (P&Z)/City Council are not guaranteed placement on the schedule noted above.
- Applications requiring additional review time due to their complexity, size, or other application specific requirements are not guaranteed placement on the schedule noted above.

**REQUEST FOR
VACATION OF EASEMENT
CITY OF SATELLITE BEACH**

This is to certify that _____
(name of utility)

has no objection to vacation of the following described portion of a recorded easement as shown on the attached survey.

PROPERTY ADDRESS: _____

LEGAL DESCRIPTION _____

DESCRIPTION OF EASEMENT TO BE VACATED survey must be attached.

SIGNATURE OF UTILITY COMPANY REPRESENTATIVE

UTILITY COMPANY AUTHORIZED AGENT'S SIGNATURE:

SWORN TO AND SUBSCRIBED BEFORE ME
THIS ____ DAY OF _____ 20 ____
BY _____
WHO IS PERSONALLY KNOWN TO ME OR
WHO HAS PRODUCED _____
AS IDENTIFICATION

NOTARY SEAL:

Notary Public