



CITY OF PORT ORANGE

Department of Community Development
Engineering Division

CASE NO. <hr/> DATE APPLICATION RECEIVED

1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129 PHONE: (386) 506-5600 FAX: (386) 506-5699/www.port-orange.org

RIGHT-OF-WAY VACATION APPLICATION

Applicant: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Adjacent Property 1 Owner(s): _____

Address: _____ Parcel No.: _____

Phone: _____ Fax: _____ Email: _____

Adjacent Property 2 Owner(s): _____

Address: _____ Parcel No.: _____

Phone: _____ Fax: _____ Email: _____

(Provide a separate attachment for additional adjacent properties if necessary)

Legal Description of the proposed right-of-way vacation area *(provide a separate attachment if necessary):*

Purpose for the proposed right-of-way vacation: _____

- REQUIRED ATTACHMENTS**
1. A current, original, sealed property survey of the proposed easement vacation area and the adjacent properties
 2. A copy of the recorded deeds for the adjacent properties
 3. A property tax payment certification or a copy of the total property tax payment receipt for the adjacent properties
 4. The application processing and recording fee payment of \$250.00
 5. The completed original application form (notarized signatures required on Page 2)

Applicant Signature: _____ Date: _____

I HEREBY GRANT AUTHORIZATION FOR THE ABOVE LISTED APPLICANT TO ACT ON MY BEHALF:

Adjacent Property 1 Owner Signature: _____ Date: _____

Adjacent Property 1 Owner Signature: _____ Date: _____

**STATE OF FLORIDA
COUNTY OF VOLUSIA**

The foregoing instrument was acknowledged before me this _____, 20____ by _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

(Signature) Notary Public, Commission No. _____

(Name of Notary typed, printed or stamped)

Adjacent Property 2 Owner Signature: _____ Date: _____

Adjacent Property 2 Owner Signature: _____ Date: _____

**STATE OF FLORIDA
COUNTY OF VOLUSIA**

The foregoing instrument was acknowledged before me this _____, 20____ by _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

(Signature) Notary Public, Commission No. _____

(Name of Notary typed, printed or stamped)

(Provide a separate attachment for additional adjacent properties if necessary)

DATE

County of Volusia
123 W. Indiana Avenue
Room 103
Deland, FL 32720

SUBJECT: COUNTY AND STATE TAX CERTIFICATE

To whom it may concern:

I wish to request documentation certifying that all property taxes have been paid at the following location:

Address: _____
Tax Parcel Number: _____
Property Owner(s): _____

Please provide the requested documentation to:

City of Port Orange
Community Development Department
Engineering Division
1000 City Center Circle
Port Orange, FL 32129

The City must receive the documentation before a certain proposal can be scheduled for review and action by the City Council. I would appreciate your prompt attention to this matter for that reason. If you need any further information or you have any questions concerning this matter, you may contact me at phone: _____.

Sincerely,

Applicant

Enclosure

8-27-09 ckg

*SAMPLE LETTER TO UTILITY COMPANIES
(A response is required from all utility companies)*

DATE

*UTILITY COMPANY NAME
AND ADDRESS*

**SUBJECT: PROPOSED RIGHT-OF-WAY VACATION - STREET NAME, PLATTED
SUBDIVISION NAME**

Dear Sir:

I wish to request that _____ release any interest in or right to the right-of-way as shown per the attached survey and legal description. In order to consider my request for a proposed right-of-way vacation, the City of Port Orange requires an original notarized letter from _____ releasing any interest in or right to the specific right-of-way in question. This letter is to be addressed to:

City of Port Orange
Department of Community Development
1000 City Center Circle
Port Orange, FL 32129

The City must receive the requested letter before the proposed right-of-way vacation can be scheduled for review and action by the City Council. For this reason, I would appreciate your prompt attention to this matter. If you wish to contact me or you have any questions concerning this matter, you may contact me at phone _____.

Sincerely,

Attachments

8/27/09 ckg

UTILITY COMPANY ADDRESSES

A T & T
900 North Nova Road
Daytona Beach, FL 32117
Phone (386) 254-8550

Florida Power and Light
3000 Spruce Creek Road
Port Orange, FL 32129
Phone (386) 322-3420

People's Gas
1722 Ridgewood Avenue
Holly Hill, FL 32117
Phone (386) 671-2232

Bright House Networks
1479 South Nova Road
Daytona Beach, FL 32114
Phone (386) 760-9950

The Department of Community Development Representative will assist the applicant with the preparation and time scheduling of this letter and the legal advertisement.

DATE

Daytona Beach News Journal
Legal Advertisement
P.O. Box 2831
Daytona Beach, FL 32120

SUBJECT: INSTRUCTIONS TO PUBLISHER

To whom it may concern:

The enclosed legal advertisement is to appear in two weekly issues of the Daytona Beach News Journal. The dates requested for publication are _____ and _____. Please provide proof of publication to:

City of Port Orange
Community Development Department
Engineering Division
1000 City Center Circle
Port Orange, FL 32129

The City must receive the proof of publication and proof of your receipt of payment for the advertisement. If you need any further information or you have any questions concerning this matter, you may contact me at phone:

_____.

Sincerely,

Applicant

Enclosure

8/27/09 ckg

LEGAL NOTICE

Notice is hereby given that _____ (*applicant(s)*) intend(s) to apply to the City of Port Orange, Volusia County, Florida, to vacate the _____ right-of-way, recorded on the plat for the _____ Subdivision, Map Book ____, Page(s) _____, of the Public Records of Volusia County, Florida and generally located approximately _____ feet to _____ feet _____ of _____ Street. For City Council Resolution to Vacate and agenda information, contact Shirley Kelly, Deputy City Clerk, at phone: (386)506-5566; mailing address: City of Port Orange 1000 City Center Circle Port Orange, Florida 32129