



CITY OF PORT ORANGE

Department of Community Development
Engineering Division

CASE NO. _____

DATE APPLICATION RECEIVED _____

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

EASEMENT VACATION APPLICATION

Applicant: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Property Owner(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Subject Property Address: _____

Subdivision Name: _____

Lot Number: _____ Parcel No.: _____

(Provide a separate attachment for additional properties if necessary)

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

Purpose for the proposed easement vacation: _____

REQUIRED ATTACHMENTS

1. A current, original, sealed property survey showing all structures, easements, and the proposed easement vacation area
2. A copy of the recorded deed for the property
3. A property tax payment certification or a copy of the total property tax payment receipt
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: _____

Printed Name : _____

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

Property Owner Signature: _____ Date: _____

Printed Name: _____ Date: _____

Property Owner Signature: _____ Date: _____

Printed Name: _____ Date: _____

**STATE OF FLORIDA
COUNTY OF VOLUSIA**

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this _____ day of _____, 20 ____ by _____, who [] is personally known to me or [] who has produced _____ as identification.

Notary Public, State of Florida
Printed Name, Commission, & Term Expiration Date:

DATE: _____

FLORIDA POWER & LIGHT
Attn: Bill Watier or Matt Shaw
Engineering Lead
3000 Spruce Creek Road
Port Orange, FL 32129
W.L.Watier@fpl.com
386-322-3421 386-322-3403

AT&T
Attn: Jamie Hardie
Mgr OSP PIng & Engrg Design
268 Ridgewood Ave.
Daytona Beach, FL 32114
Jh8078@att.com
386-281-6961

TECO Peoples Gas
Attn: PGS Real Estate /
Joan Domning
8416 Palm River Road
Tampa, FL 33619
RealEstateServices@tecoenergy.com
813-275-3783 Ext. 53783

CHARTER COMMUNICATIONS
Attn: Stacy Stafford
1195 South Woodland Blvd.
DeLand, FL 32720
Stacy.stafford@charter.com
407-532-8614

SUBJECT: PROPOSED EASEMENT VACATION

(SUBDIVISION NAME, LOT NUMBER, ADDRESS, PARCEL NUMBER)

Dear Sir or Madam:

I/We wish to request that your utility company release any interest in or right to the easement(s) located on the above referenced property as shown per the attached survey and legal description. In order to consider this request for a proposed easement vacation, the City of Port Orange requires an original notarized letter from your utility company releasing any interest in or right to the specific described easement.

Please address your letter to:

City Of Port Orange
Attn: Ms. Lisa Epstein / Engineering Specialist
Lepstein@port-orange.org
Department of Community Development
1000 City Center Circle
Port Orange, FL 32129

Time is of the essence. The City must receive the requested letter before the proposed easement can be scheduled for review and action by the City Council. For this reason, your prompt attention is requested. The notarized letter may be e-mailed and followed up with mailed or hand-delivered hard copy. If you have any questions, please contact either Ms. Epstein at (386) 506-5662.

Sincerely,

Print name: _____

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 _____ easement(s) on Lot _____, located on the recorded plat for the _____ Subdivision, Map Book _____, Page(s) _____, of the Public Records of Volusia County, Florida (Address: _____; Tax Parcel No.: _____). For City Council Resolution to Vacate and agenda information, contact Robin Fenwick, City Clerk, at phone: (386) 506-5563; mailing address: City of Port Orange, 1000 City Center Circle, Port Orange, Florida 32129.