



# 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

## 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: \_\_\_\_\_

Printed Name : \_\_\_\_\_

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

Adjacent Property 1 Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Adjacent Property 1 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:*

Adjacent Property 2 Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Adjacent Property 2 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

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

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  
1635 State Road 472  
DeLand, FL 32724  
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: Engineering Project Manager  
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 us at (386) 506-5667.

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.

← See all public notices

To place a legal ad in the Daytona Beach News-Journal, call 866-858-0569 ext. 3 or send an email to [Legals@news-jnl.com](mailto:Legals@news-jnl.com).

Our notice specialists will be able to walk you through the process – but be prepared with:

- Your name, billing address, telephone number and email address
- The text of the ad you wish to place
- Any images you must place in the ad (such as maps or logos)
- The dates you'd like the ad to begin to run (subject to our deadlines). Some ads must run multiple times under state law; if so, let us know how many times (and on which dates) you want the ad to be published

All ads are automatically published on our website, [news-journalonline.com/public-notices](http://news-journalonline.com/public-notices) and are automatically sent to the statewide public-notice site operated by the [Florida Press Association](http://FloridaPressAssociation.com).