



**City of Fort Lauderdale
Planning & Zoning Department**

**CITY OF FORT LAUDERDALE
PLANNING & ZONING
DEPARTMENT**
700 NW 19th Avenue
Fort Lauderdale, FL 33311
Telephone: (954) 828-8980
Fax (954) 828-5858
Website: www.fortlauderdale.gov

DEVELOPMENT REVIEW COMMITTEE (DRC)

Vacation Application

- Cover:** Deadline, Notes, and Fees
- Page 1:** Applicant Information Sheet
- Page 2:** Required Documentation / Submittal Checklist
- Page 3:** Property & Right-of-Way Committee Application

DEADLINE: Submittals must be received by 12:00 PM (noon) each day. Applications will not be accepted after noon. You will be asked to come back the following day. Pursuant to Section 47-24.1(1), the Planning and Zoning Department has five (5) business days to review all applications for a development permit to determine completeness. You will be notified by email within five (5) business days if your plans do not meet the submittal requirements.

NOTE: An additional application to the Property & Right of Way Committee must be made. The application and submittal requirements are attached to this package on the last page.

NOTE: Optional 15-minute time slots are available during DRC meetings for scheduling to applicants, for general project inquiries or to obtain signatures on completed DRC plans (including Pre-Planning and Zoning Board, Pre- City Commission and Final DRC plans) from all representatives at one time in preference to scheduling individual appointments. Appointments are subject to availability. To make an appointment, please call 954-828-6531 latest by Friday at 12:00 noon prior to the meeting date.

FEES: All applications for a development permit shall have an application fee as established by the City Commission as set forth by resolution, as amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit.

_____ Easement Vacation	\$ 680.00
_____ Right-of-Way Vacation	\$ 780.00

Page 1: DRC Vacation - Applicant Information Sheet

INSTRUCTIONS: Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable). The following information requested is per Unified Land Development Regulations (ULDR). Incomplete applications will not be accepted.

NOTE: To be filled out by Department

Case Number	
Date of complete submittal	

NOTE: For purpose of identification, the **PROPERTY OWNER** is the **APPLICANT**

Property Owner's Name	
Property Owner's Signature	If a signed agent letter is provided, no signature is required on the application by the owner.
Address, City, State, Zip	
E-mail Address	
Phone Number	
Proof of Ownership	<input type="checkbox"/> Warranty Deed or <input type="checkbox"/> Tax Record

NOTE: If **AGENT** is to represent **OWNER**, notarized letter of consent is required

Applicant / Agent's Name	
Applicant / Agent's Signature	
Address, City, State, Zip	
E-mail Address	
Phone Number	
Letter of Consent Submitted	

Development / Project Name	
Development / Project Address	Existing: _____ New: _____
Legal Description	
Tax ID Folio Numbers (For all parcels in development)	
Request / Description of Project	
Applicable ULDR Sections	
Total Estimated Cost of Project	\$ _____ (Including land costs)

Future Land Use Designation	
Current Zoning Designation	
Current Use of Property	

Additional property owners who wish to be included in the request, if applicable. Use additional sheets if necessary.				
Name and Signature	Folio Number	Subdivision	Block	Lot

NOTE: Applicant must indicate how they meet one of the following provisions:

1. All utilities (list below) located within the easement and/or right-of-way must be relocated pursuant to a relocation plan; and
2. The owner of the utility facilities must consent to the vacation; or
3. A utilities easement must be retained over the area or portion thereof; or
4. An easement in a different location must be provided for the utility facilities by the owner to the satisfaction of the City; or
5. Any combination of same and utilities maintenance are not disrupted.

TECO, Peoples Gas
 5101 NW 21st Avenue
 Fort Lauderdale, FL 33309
 (954) 453-0817, (954) 453-0804 fax

BellSouth
 8601 W. Sunrise Blvd., 2nd Floor
 Plantation, FL 33322
 (954) 476-2909

Florida Power and Light
 Service Planning
 3020 N.W. 19 St.
 Fort Lauderdale, FL 33311
 (954) 717-2057, (954) 717-2118 fax

Comcast, Inc.
 2501 SW 145 Ave, Suite 200
 Miramar, FL 33027
 (954) 534-7417, (954) 534-7083 fax

Page 2: Required Documentation

INSTRUCTIONS: An application for a vacation of an easement, a right-of-way or other public place shall be reviewed in accordance with all applicable provisions of ULDR Sec. 47-24.6 Vacation of Rights-of-Way and/or Sec. 47-24.7 Vacation of Easement.

One (1) copy of the following documents:

- Completed application (all pages must be filled out where applicable)
- Proof of ownership (warranty deed or tax record), including corporation documents if applicable
- Property owners signature and/or agent letter signed by the property owner.
- Traffic study for projects that meet the trip threshold (see Sec. 47-24 or contact DRC Engineering Rep.)
- Color photographs of the entire property and all surrounding properties, dated and labeled and identified as to orientation.

One (1) original set, signed and sealed, with plans at 24" x 36"

Seven (7) copy sets, with plans at 24" x 36"

- Narrative** describing project request. Narrative must be on letterhead, dated, and with author indicated.
- Narrative** quoting all applicable sections of the ULDR, with point-by-point responses of how project complies with such criteria. Narratives must be on letterhead, dated, and with author indicated.
- Land Use and Zoning maps** indicating all properties within 700 ft. of the subject property. These should be obtained from the Planning and Zoning Office, 700 NW 19 Avenue, 954-828-3266. Site should be highlighted or marked clearly to easily locate the parcel.
- Cover sheet** on plan set to state project name and table of contents.
- Current survey(s)** of property, signed and sealed, showing existing conditions; survey must be As-Built and Topographic with Right-of-Way and Easement Vacations Excluded.
- Most **current recorded plat** including amendments, with site highlighted. This may be obtained from Broward County Public Records at 115 S. Andrews Ave.
- Aerial photo** indicating all properties within 700 ft. of the subject property. Must be clear and current with site highlighted.
- Sketch and legal description** of easement or ROW proposed to be vacated (must be prepared by Engineer or Surveyor).

Note: All copy sets must be clear and legible. If original set is in color, copy sets must also be in color.

Note: Plans must be bound, stapled and folded to 8 ½" x 11". All non-plan documents should be 8 ½" x 11" and stapled or bound.

Note: Civil Engineering plans are only required at Final-DRC sign-off. Contact DRC Engineering Representative for details.

Note: For examples of project narratives, site plan data tables, and renderings required with your application, please refer to the "Submittal Reference Book" available at the Planning & Zoning Department office.

Applicant's Affidavit

I acknowledge that the Required Documentation and Technical Specifications of the application are met:

Print Name _____

Signature _____

Date _____

Staff Intake Review

For Planning & Zoning Department staff use only:

Date _____

Received By _____

Tech. Specs Reviewed By _____

Case No. _____

APPLICATION AND FEE FOR PROCESS OF AGREEMENTS WITH THE CITY OF FORT LAUDERDALE

Any agreement with the City of Fort Lauderdale and other parties, such as, but not limited to, license, encroachment, water and sanitary sewer agreements, shall be preceded by the execution and filing of the following application form and the payment with said application fee of \$100.00, (Ordinance No. C-84-65) which shall be nonrefundable. This application must be presented and the fee paid before agreement is prepared or considered. (See City of Fort Lauderdale Code, Section 2-157). If publication is necessary, applicant agrees to pay the cost of such publication in addition to the \$100.00 fee.

The sum of \$100.00 was paid by the applicant on the ___ day of _____ 20__.

APPLICATION FORM

Legal name of applicant – (if corporation, names and titles of officers as well as exact name of corporation – if individuals doing business under a fictitious name, correct names of individuals (must be used). Not fictitious name:

NAME: _____ PHONE: _____

APPLICANTS ADDRESS: _____

IF UNAVAILABLE CONTACT: _____ RELATIONSHIP OR TITLE _____

ADDRESS: _____

ADDRESS AND LEGAL DESCRIPTION OF PREMISES OR AREA AFFECTED.

SITE ADDRESS: _____ ZONED: _____

LEGAL DESCRIPTION: _____

TYPE OF AGREEMENT DESIRED: _____

EXPLANATION FOR REQUEST: _____

APPLICANTS SIGNATURE & TITLE

NOTICE TO APPLICANT

Submit application and the following documentation to Victor Volpi, Real Estate Officer II, at 100 N. Andrews Avenue, 5th floor (phone 954-468-1529):

- 1. Payment –\$100.00 application fee payable to the City of Fort Lauderdale.
2. Proof of ownership by Title Co. or written Attorney’s opinion within the last 30 days.
3. Twenty (20) copies of Land Surveyor’s sketch of plan delineating the area including legal description, property and/or right-of-way lines. Current certified boundary survey (within last 6 months). Legal size 8 1/2 “ x 14”, or 24” x 36” quarter-folded as appropriate.
4. This Agreement Application Form and the attachments are then presented to the Property and Right-of-Way Committee for recommendation to the City Manager.
5. Application to vacate rights-of-way or easements should be submitted with a site plan (if available) and the applicant should be prepared to discuss any proposed development proposed in conjunction with the vacated lands.
6. Applicants shall satisfactorily support vacation requests by addressing each point listed in Sections 47-24.6 and 47-24.7 of the city’s Unified Land Development Regulations (ULDR) as applicable.
7. Ground photos of the area (twenty copies)

Commission Action: Formal Action Taken on _____
Accepted _____ Continued to _____
Rejected _____ Referred to _____