



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

**DEVELOPMENT REVIEW COMMITTEE (DRC)**

**Easement Vacation Application**

- Cover:** Deadline and Fees
- Page 1:** Applicant Information Sheet
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**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.

**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.

<b>DRC Review Base Fee</b>	\$300.00
<b>City Commission – Residential</b>	\$100.00
<b>City Commission – Non-Residential</b>	\$514.00

**NOTE:** Only City of Fort Lauderdale audio and video equipment shall be used during any public meeting.

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

# Page 1: DRC Easement 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

<b>Case Number</b>	
<b>Date of complete submittal</b>	

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

<b>Property Owner's Name</b>	
<b>Property Owner's Signature</b>	
Address, City, State, Zip	
E-mail Address	
Phone Number	
<b>Proof of Ownership</b>	[ ] <u>Warranty Deed</u> or [ ] <u>Tax Record</u>

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

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

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

<b>Future Land Use Designation</b>	
<b>Proposed Land Use Designation</b>	
<b>Current Zoning Designation</b>	
<b>Proposed Zoning Designation</b>	
<b>Current Use of Property</b>	

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

## APPLICANT MUST INDICATE:

- The easement is no longer needed for public purposes.
- All utilities (list below) located within the easement have been or will be relocated pursuant to a relocation plan; and the owner of the utility facilities has consented to the vacation; or a utilities easement has been retained over the area or portion thereof; or an easement in a different location has been provided for the utility facilities by the owner to the satisfaction of the City; or any combination of same and utilities maintenance are not disrupted.

**TECO, Peoples Gas**  
 Angel Quant, Operations Manager  
 5101 NW 21<sup>st</sup> Avenue  
 Fort Lauderdale, FL 33309  
 (954) 453-0817, (954) 453-0804 fax

**BellSouth**  
 Carl Labossiere, Specialist-OSP Engineer  
 8601 W. Sunrise Blvd., 2<sup>nd</sup> 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.**  
 6565 Nova Drive  
 Davie, FL 33317  
 (954) 236-6161, (954) 236-6162 fax

- All applicable provisions of ULDR Sec. 47-24.7 Vacation of Easement shall be satisfied.

## Page 2: Required Documentation

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.

### One (1) copy of the following:

- 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 agent letter
- Traffic study for projects that meet the trip threshold (see Sec. 47-24 or contact DRC Engineering Representative for details)
- Color photographs of the entire property and all surrounding properties. All photographs are required to be dated and labeled and identified as to orientation.

### Eight (8) sets in the following order:

- Narrative describing project request. Narrative must be on letterhead with author indicated.
- Narrative quoting all applicable sections of the ULDR, with point-by-point responses of how project complies with such criteria. Narrative must be on letterhead with author indicated.
- Land Use and Zoning maps of 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 showing existing conditions (one copy signed and sealed); survey must be As-Built and Topographic with Right-of-Way and Easement Vacations Excluded
- Most current recorded plat including amendments. This may be obtained from Broward County Public Records at 115 S. Andrews Ave. Site should be highlighted
- Aerial photo. Must be clear and current with site highlighted
- Sketch and Legal description of easement proposed to be vacated (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:** All items above (with the exception of proof of ownership, agent letter, color photographs, narratives and Land Use and Zoning maps) should be on 24" x 36" plan size sheets. Plan sets must be bound, stapled and folded to 8 ½" x 11". The remaining documents can be 8 ½" x 11" and should be stapled, bound, or in a folder.

**Note:** Two (2) sets reduced to 11" x 17" of all plan sheets are required.

**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.

**Page 3: Submittal Checklist**

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**NOTE: The project Architect or Engineer must complete the portion below in order for the application and plans to be accepted.**

**General Requirements**

- Application submitted prior to noon
- Sheet size of plans cannot exceed 24" x 36"
- Plan sets must be bound, stapled, and folded into a size no larger than 8 ½" x 11"
- Two (2) sets of all plan sheets reduced to 11" x 17"
- All other required documents must be stapled, bound or in a folder, not larger than 8 ½ " x 11"
- Copy sets are provided in color if original signed and sealed set is in color

**One (1) copy of the following:**

- Completed application
- Proof of ownership
- Property owners signature and agent letter
- Traffic study if applicable
- Color photographs of the entire property and all surrounding properties. All photographs are required to be dated and labeled and identified as to orientation.

**Eight (8) sets in the following order:**

- Narrative describing project details
- Narrative responding to applicable ULDR sections
- Zoning and Land Use maps
- Current survey(s) of property
- Most current recorded plat including amendments
- Current aerial photo
- Sketch and Legal description of easement proposed to be vacated (prepared by Engineer or Surveyor)

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

**Print Name** \_\_\_\_\_

**PE / AIA Seal**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

\_\_\_\_\_

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**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**

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**NOTICE TO APPLICANT**

Submit application and the following documentation to Victor Volpi, Real Estate Officer II, at 100 N. Andrews Avenue, 5<sup>th</sup> floor (phone 954-828-5056):

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 ½ “ 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 \_\_\_\_\_