



To be Completed by City Clerk

Application No. \_\_\_\_\_

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

## APPLICATION FOR EASEMENT VACATION

Please submit a completed application to the Planning Division for payment and meeting scheduling. Chapter 47 of the Titusville Land Development Regulations contains the instructions for filing and the required exhibits.  
INCOMPLETE APPLICATIONS SHALL NOT BE ACCEPTED.

<b>1. Project Information</b>	Property Address/Location Description		
<b>2. Applicant/Owner</b>	Name of Applicant/Contact		Name of Owner
	Street Address		Street Address
	City	State    Zip	City                    State    Zip
	Telephone #	Fax #	Telephone #          Fax #
	E-Mail Address		E-Mail Address
<b>3. Applicant Status</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent <input type="checkbox"/> Other		
<b>4. Parcel ID</b>		<b>Tax Account:</b>	
<b>5. Site Size</b>	Acres		Square Feet
<b>6. Legal Description of Easement to be vacated</b>	A verified legal description is required before hearings can be scheduled.		

<b>7. Note any previous vacations of the site</b>					
<b>8. Check other applications submitted</b>	Annexation	Conditional Use	Development of Regional Impact	Master Plan Approval	Other
	Vacation of Right of Way	Site Plan	Subdivision Plat	Rezoning	
<b>9. Narrative</b>	Please provide brief description of your request and the proposed project:a				



## SUBMITTAL CHECKLIST

Please fill out the following and submit the documents to the Planning Department. Payment of fees does not ensure a favorable decision. Additional information may include documents initially waived at the pre-application meeting but subsequently determined necessary by staff.

1.	COMPLETED APPLICATION & FEES	
2.	WARRANTY DEED	
3.	NOTARIZED OWNER AUTHORIZATION	
4.	25 COPIES OF RECENT CERTIFIED SURVEY AND LEGAL DESCRIPTION, SHOWING THE EASEMENT (plus an electronic copy in CAD or ArcView GIS format with a legal containing permanent reference points as described by Chapter 177, Florida Statutes (2005), with bearings, distances and closures)	
5.	UTILITY PROVIDER LETTERS	
	BELLSOUTH	
	FLORIDA POWER & LIGHT	
	NUI CITY GAS COMPANY of FLORIDA	
	BRIGHT HOUSE NETWORKS	
	CITY OF TITUSVILLE WATER RESOURCES DEPARTMENT	
	CITY OF TITUSVILLE ENGINEERING PUBLIC WORKS & SERVICES DEPARTMENT	
6.	PROOF THAT TAXES ARE PAID ON PROPERTY WHERE EASEMENT IS LOCATED	

Applicant/Owner Signature

Date \_\_\_\_\_

- All applications shall require Planning Staff review prior to submittal.
- All applications shall be submitted to the Planning Department and officially logged in by 4:00 p.m. on deadline dates.
- Incomplete applications and applications without appropriate backup information/justification will not be accepted and will not be considered to be officially submitted until the appropriate information is submitted. Meeting dates for incomplete applications will not be set until all required information is submitted.
- Petitions requiring review from other boards or commissions prior to being forwarded to the Planning and Zoning Commission (P&Z)/City Council are not guaranteed placement on the schedule noted above.
- All meeting agendas will be posted on the City's web site and staff reports for the request can be obtained by contacting the Planning Department at 321-383-5825.

**ACKNOWLEDGEMENT**

1. I am the owner and/or legal representative of the owner of the property described, which is the subject of this application.
2. All answers to the questions in said application and all surveys and/or site plans and data attached to and made a part of this application are honest and true to the best of my knowledge and belief. By my signature below, I acknowledge that I have complied with all submittal requirements and that this request package is complete. I further understand that an incomplete application submittal may cause my application to be deferred.
3. Should this application be granted, I understand that any condition(s) imposed upon the granting of this request shall be binding to the owner, his heirs, and successors in title to possession of the subject property.
4. I understand that I must attend all applicable meetings and have been informed of the meeting date(s) and time(s). I understand that if I fail to appear at an applicable meeting, the appropriate Board or Commission may either table or deny the request.
5. I understand that my request if approved does not encumber provision of utility, road or other City infrastructure capacity. The analysis provided by staff of existing levels of service for public facilities and services in the vicinity of the parcel identified in this application is a non-binding analysis, and does not guarantee capacity will be available in the future or encumber/reserve capacity for any period of time.

This matter is subject to quasi-judicial rules of procedure. Interested parties should limit contact with the City Council, Board of Adjustment & Appeals, and Planning & Zoning Commission on this topic to properly noticed public hearings or to written communication to the City Clerk's Office, City of Titusville, P.O. Box 2806, Titusville, FL 32781

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

FOR OFFICE USE ONLY	
DATE RECEIVED: _____	
ACCEPTED BY: _____	
PLANNING AND ZONING COMMISSION DATE & TIME: _____	CITY COUNCIL DATE & TIME: _____
CASE NUMBER: _____	

UTILITY PROVIDER	TELEPHONE NUMBER
<p><b>Florida City Gas</b>  Ron Muller, P.E.  Manager, Construction Services  4180 South US 1  Rockledge, Florida 32955-5309</p>	<p>321-636-4644  321-633-6733 FAX</p>
<p><b>Florida Power and Light Company</b>  Alan Howard – Project Mgr  917 Tropic St.  Titusville, Florida 32796</p>	<p>321-383-7261</p>
<p><b>AT&amp;T Southeast</b>  Chad R. Warren  Road Move Utility Coordinator  712 Florida Avenue  Cocoa, Florida 32922</p>	<p>321-794-2218  321-636-0233 FAX</p>
<p><b>Bright House Networks</b>  Robert Walton, Construction Manager  720 Magnolia Avenue  Melbourne, Florida 32935</p>	<p>321-254-3300  321-254-1307 FAX</p>
<p><b>City of Titusville Water Resources</b>  Raynetta Grant, Water Resources Director  <i>or</i>  Janet Elrod, Water Resources Engineering  Supervisor  City of Titusville  P.O. Box 2806  Attn: Water Resources Department  Titusville, Florida 32781-2806</p>	<p>321-383-5650  321-383-5653 FAX</p>
<p><b>City of Titusville Public Works  Department</b>  Jim Herron, Public Works Director  P.O. Box 2806  Titusville, Florida 32781-2806</p>	<p>321-383-5797  321-383-5705 FAX</p>



## FEE SCHEDULE (As of 8/1/2007)

### APPEALS

Appeals from decision of administrative official - \$210 plus advertisement fee  
 \*\*\**Variances and Appeals Advertisement* - \$150 each advertisement

### VARIANCES

Single-family and multi-family zoning districts - \$323 plus advertisement fee  
 All other zoning districts - \$393 plus advertisement fee  
 \*\*\**Variances and Appeals Advertisement* - \$150 each advertisement

### VACATIONS

Vacating rights-of-way, streets and alleys - \$890 plus advertisement fee  
 \*\*\**Street Vacations Advertisement* - \$400 total for 2 advertisements

Vacating easement - \$890 plus advertisement fee  
 \*\*\**Easement Vacations Advertisement* - \$400 total for 2 advertisements

### ANNEXATIONS, CPA's & SSA's

Comprehensive Plan Amendment (CPA)  
 Annexation<sup>1</sup> and/or Land Use Change - \$1,500 plus \$8 per acre plus  
 (Requests may be combined) advertisement fee  
 \*\*\**Comprehensive Plan Amendment Advertisement (display ad)*<sup>2</sup> - \$1,675 total for 2 advertisements  
 \*\*\**Annexation Advertisements (display ad)*<sup>2</sup> - \$1,250 total for 2 advertisements

Text change per F.S. 166.041 - \$700 plus advertisement fee  
 \*\*\**Text Change Advertisement (display ad)* - \$1,675 total for 2 advertisements

Small Scale Comprehensive Plan Amendment (SSA)  
 Annexation<sup>1</sup> and/or Land Use Change - \$1,500 plus \$8 per acre plus  
 (exclusive of those annexations accompanying water service agreements) advertisement fee  
 \*\*\**Small Scale Amendment Advertisement* - \$400 total for 2 advertisements  
 \*\*\**Annexation Advertisements (display ad)*<sup>2</sup> - \$1,250 total for 2 advertisements

### ZONING/REZONINGS

Zoning/Rezoning (when not accompanied by a CPA) - \$1,500 plus \$8 per acre plus  
 \*\*\**Zoning/Rezoning Advertisement*<sup>3</sup> - \$200 advertisement fee

### CONDITIONAL USE PERMITS

Conditional Use Permit (CUP)- \$1,500 plus \$8 per acre plus  
 \*\*\**Conditional Use Permit Advertisement*<sup>3</sup> - \$175 advertisement fee

- Note #1: All City fees associated for annexations less than 10 acres or annexations defined as an improved enclave have been waived until September 30, 2007. (Applicants shall be required to pay a Legal Precinct Descriptions due to Annexation fee of \$210.00 as required by the Brevard County Supervisor of Elections.)
- Note #2: In the event that more than one amendment to the City's Comprehensive Plan is considered in a given submittal, the City reserves the right to adjust the advertising costs to reflect any economy realized by advertising more than one request in a single ad. Such adjustments will be at the discretion of the City Manager and will be accomplished in the form of a refund to the applicant after the advertising costs have been incurred.
- Note #3: In the event that a zoning/rezoning is processed in conjunction with a CPA/SSA application, a fifty (50) percent reduction in the zoning advertising fee will be given. In the event that a conditional use permit is processed in conjunction with a zoning/rezoning application, a fifty (50) percent reduction in the conditional use permit advertising fee will be given.

**OWNER'S AUTHORIZATION FOR  
EASEMENT VACATION**

DATE: \_\_\_\_\_

TO: City of Titusville  
Attn: Planning Department  
555 S. Washington Avenue  
Titusville, FL 32796-3584

RE: \_\_\_\_\_  
(Address and/or Legal Description)

Please accept this document as authorization for \_\_\_\_\_  
Name of Applicant

To apply for an Easement Vacation for the property described above.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_.

Form of Identification \_\_\_\_\_

\_\_\_\_\_ My Commission Expires: \_\_\_\_\_  
Notary Public (Date)