

CITY OF LONGWOOD

Community Development Division, Department of Community Services
174 W. Church Avenue Longwood, FL 32750
Phone 407-260-3462 FAX 407-263-2336

APPLICATION INSTRUCTION

Vacation – Abandonment

Fees due upon submittal of Vacation-Abandonment Permit Application: \$100.00

The attached application for a **Vacation** must be completely filled out and legible. Instructions are provided for assistance to the applicant and may be modified from time to time as the need dictates. It is the applicant's responsibility to ensure that the current requirements of the applicable portions of the City Code are met. Depending upon the application request, additional information may be required to finalize the requested action, which the applicant shall provide upon request by the City.

Applicants may arrange a pre-application conference with the Community Development Division to discuss the prospective development prior to starting the review process. A tentative schedule for completion of the process will be discussed and any additional requirements identified.

The following laws, regulations and codes may provide requirements for the above processes, included but not limited to:

Longwood Development Code

Article X Administration

Section 10.0.0	Generally
Section 10.6.0	Development Orders
Section 10.10.0	Vacations
Section 10.13.0	Hearings

To vacate a public easement, right-of-way or subdivision plat, the applicant shall submit the following:

1. A completed application and signed letter of explanation from the applicant stating the reason for the vacation.
2. A current survey with legal description of the property and a legal description of the requested vacation area.
3. Approval letters from all utility companies that service the City of Longwood including but not limited to: (see attached contact list)
 - a. Electric Company – Progress Energy
 - b. Gas Company – TECO-Peoples Gas/Florida Public Utility
 - c. Telephone Company - Embarq
 - d. Cable Company – Brighthouse Networks
 - e. Public Utility – City of Longwood Utility Division
4. A letter or letters from any adjoining property owner(s) indicating approval of the requested vacation. (see attached sample letter)
5. Additional information requested by the Planning Division to assist in the process.

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Additional Explanation/Information: _____

Date submitted: _____ City Project Number: _____

Subject Property: (copy of tax record receipt and current survey to be attached)

Parcel ID Number(s): _____

Project Name: _____

Address: _____

Legal Description: _____

Size of property: _____ Acres _____ Sq. Ft.

Future Land Use Designation: _____

Existing Use: _____ Proposed Use: _____

Owner Name:	Project Representative Name:
Address:	Address:
Phone:	Phone:
Fax:	Fax:
E-Mail:	E-Mail:

CERTIFICATION:

I hereby certify that I have read this application and that the information supplied herein is true and correct to the best of my knowledge. I agree to comply with the current City Codes and Ordinances and County, State and Federal laws regarding land development. I am the property owner, or authorized agent, of the subject property that this petition applies to.

Print: Owner/Authorized Agent Name Signature Date

Sample Form **Adjacent Property Owner Notice**

Date

Name of Recipient (Property Owner)

Address

Longwood, FL 32750

Reference. Vacation-Abandonment for _____

Property ID#. _____

Street Address and/or general location. _____

Dear Neighbor,

We are in the process of applying for a vacation-abandonment of a utility easement from the Longwood Community Development Division. We are planning to add a pool to the rear of our home. The pool will be 30 feet by 20 feet and will extend out 25 feet from our home.

Unfortunately, once the pool is added onto our home it would encroach into the 50 foot utility easement by 10 feet. The electric company has approved this vacation of the easement and now the Longwood Community Development Department has suggested that we acquire the "approval" of the Homeowners Association in order for this variance to be considered. They have also suggested that we acquire the "approval" of our immediate neighbors.

Thank you for your approval.

Sincerely,
John and Jane Doe

I, John Smith, have been informed that my neighbors, John and Jane Doe are planning to add a pool to the rear of their home at 555 John Doe Way, Longwood FL 32750. I understand that their proposed addition would require a vacation-abandonment from the City of Longwood Community Development Division since the pool would extend into the 50 foot utility easement.

I give my approval to their proposed addition of a pool (30' x 20')

Signature: _____

Address: _____

Date: _____