



CITY OF PLANT CITY
RIGHT-OF-WAY CLOSING APPLICATION
 Planning and Zoning Division
 302 W Reynolds Street, 2nd Floor, Plant City FL 33563
 P O Box C, Plant City, FL 33564-9003
 Telephone (813) 659-4200 ext. 4125 Fax (813) 659-4206
 e-mail: planning@plantcitygov.com

RECEIVED BY/DATE: _____ CASE # _____

TOTAL FEE: \$ 505.00 RECEIPT # _____

***Advertising Fee is at cost and paid at time of Advertising in the newspaper-Prior to the City Commission public hearing.

ALLEY OR STREET LOCATION (ATTACH A COPY OF THE PLAT) _____

ALL PAPERS OVER 8.5"x 11" MUST BE FOLDED TO APPRX. 8.5"x11".

DESCRIBED AS: _____

APPLICANT MUST PROVIDE A LEGAL DESCRIPTION WRITTEN BY A LICENSED SURVEYOR.

- **PETITIONER MUST SUBMIT A DIGITAL COPY OF THE LEGAL DESCRIPTION (MICROSOFT WORD)**
- **AND A MAP OF THE LEGAL DESCRIPTION IN .PDF**

LENGTH: _____ WIDTH: _____ SURFACE TYPE: _____

Why are you requesting that this right-of-way be vacated:

YOU (PETITIONER) MUST NOTIFY ALL PROPERTY OWNERS WITHIN 250' (EXCLUDING RIGHTS-OF-WAY) OF THE AREA REQUESTED TO BE VACATED. NOTIFICATION MUST BE IN WRITING, SENT VIA CERTIFICATE OF MAILING*, STATING YOUR REQUEST AND ADVISING THEM OF THE DATE, TIME, AND PLACE OF THE MEETING. (SAMPLE LETTER ATTACHED).

- **PETITIONER MUST PROVIDE THE PLANNING & ZONING DIVISION WITH A LIST OF THE PROPERTY OWNERS WITH THEIR MAILING ADDRESSES****
- **PETITIONER MUST HAVE NOTIFICATION LETTER APPROVED BY STAFF BEFORE MAILING**
- **PETITIONER SHALL MAIL NOTICES AT LEAST 15 DAYS PRIOR TO MEETING DATE**

* Copy of Certificate of mailing notifying adjacent property owners must be in our office by _____ (8 days prior to the meeting)

** Property owners, and their mailing addresses, can be researched on the Internet at the Hillsborough County Property Appraiser's Website: <http://propmap2.hcpafl.org/>

***The advertising fees will be paid as noted above.

SUBMITTED BY: _____ PHONE # (____) _____

ADDRESS: _____

EMAIL _____

SIGNATURE: _____ DATE: _____

*If there are found not to be any utilities*** within the area requested to be vacated during the city's review, this request will go before the Planning Board and City Commission in accordance with the attached schedule. If approved by the City Commission, the Ordinance is then sent to the County Property Appraiser's office so that they may assign the vacated property for their property records. Once vacated, the City no longer has any interest in the property. The City does not give any opinions as to whom owns the vacated land.*

****If utilities are found to be located within the area requested to be vacated, usually this results in the vacation request being processed no further. In rare occasions, the granting of easements may be considered, provided required legal documents have been prepared and approved by all affected parties prior to the request proceeding to the Planning Board and City Commission.*

Right-of-way Closing Application

SPEAKING LIMITATIONS: At the public hearing, the applicant (including their agents and representatives), the City (including staff and consultants) and any other governmental agency (including staff and consultants) shall each be allowed _____ minutes. The Chair of the Planning Board ("Chair") shall determine the time allowed for all Party-Intervenors (including their agents and representatives). All other speakers shall be limited to three (3) minutes. In the event speaker(s) request additional time the determination of the amount of time to be allowed shall be at the discretion of the Chair.

If any person wishes to be a Party-Intervenor, the person shall request the Chair to intervene at least 7 days prior to the public hearing and include with the request: (a) a detailed outline of their interest in the application and argument in favor or against it; and (b) the amount of time required for the Party-intervenor's presentation, and the justification for the time required. Notwithstanding, upon proper showing, the Chair shall have the discretion, even without a prior request, to grant Party-Intervenor status at the public hearing.

VERBATIM TRANSCRIPT MAY BE REQUIRED TO APPEAL: Any person deciding to appeal any decision made by the Planning Board, with respect to any matter considered at such meeting, will need a record of that proceeding, and for such purpose, may need to ensure that a verbatim record be made which record includes the testimony and evidence upon which the appeal is to be made.

SPECIAL ACCOMMODATIONS: In accordance with the Americans with Disabilities Act (ADA), any person with a disability requiring reasonable accommodation in order to participate in this meeting should call City Hall at (813) 659-4200 ext. 4237 at least 48 hours prior to the meeting.

NOTICE

TO: Name
 Address
 City, State, Zip code

FROM: Name or Company Name
 Address
 City, State, Zip code

DATE: Date of mailing notice

SUBJECT: Vacate Request - *(Case Number)*

You are being notified as a property owner within 250' to the property located at (address), Plant City, Florida.

The City of Plant City Planning Board will hear a request to vacate (give up rights to public lands) the alley (or right-of-way) at the property described as follows:

(Legal description of alley or right-of-way -- Lots 7 through 12, inclusive, in Block 1 of John Doe Subdivision, as recorded in Plat Book 10, Page 9 of the Public Records of Hillsborough County, Florida.) **[include a map with the area to be vacated shown as crosshatched or shaded]** (If the legal description is long, please add as an attachment, not in the body of the letter.)

The public hearing will take place as follows:

Date & Time: Thursday, Month 00, 2014 at 8:00 AM
 Location: City Hall Auditorium (1st floor)
 302 W Reynolds Street, Plant City, Florida

Your concerns are welcome to be expressed at this time. If you have any questions you may call the applicant at _____ between the hours of _____ and _____; and/or you may call the Plant City Planning and Zoning Division at (813) 659-4200 ext. 4125, Mon-Fri, between the hours of 8:00 AM and 5:00 PM.

NOTE: If the vacation review research indicates that there is a utility located within the area requested to be vacated, then the request will not be put on the Planning Board's agenda until such time as the utility is relocated or legal documents are prepared and approved for the granting of necessary easements. Please contact the Planning & Zoning Division at (813) 659-4200 ext. 4125 to confirm this item on the agenda if you are planning on attending the meeting.

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