

CITY OF BONITA SPRINGS

Community Development Department
9220 Bonita Beach Road, Ste. 111
Bonita Springs, FL 34135
Phone: (239) 444-6150
email: permitting@cityofbonitaspringscd.org

VACATION APPLICATION

TYPE OF VACATION:

- Of Right-of-Way, or of Plat with Right-of-Way (attach Petition Ch. 336)
- Of Plat with no Right-of-Way (attach Petition Ch. 177)
- Of Drainage Easement (attach Petition Ch. 177)
- Of Utility Easement (attach Petition Ch. 177)

NOTE: If more than one type of Vacation is requested at the same time, the charge would be the greater fee. Recording Fee to be paid at time of recording.

Project Name: _____

Contact Type: Owner Applicant Agent (check one) Name: _____

Contact Address: _____

Contact Number: _____ Contact Email: _____

STRAP Numbers (attach additional sheets if necessary)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Recording Fees to "The Clerk of Courts":
\$10.00 for first page, \$8.50 for each additional page, and a \$2.25 processing fee.
We will send you a letter at the time of recording requesting the exact amount.

COPIES		SUBMITTAL DOCUMENTS
SUB'D	REQ'D	ITEMS REQUIRED FOR SUBMITTAL
	1	Signed original petition to vacation
	3*	Professional written legal description and street address of easement(s) and/or right-of-way (ROW) to be vacated. (Labeled as Exhibit "A").
	3*	Professional sketch (Labeled as Exhibit "B") showing easement(s) and/or right-of-way to be vacated (less and except the north/south or east/west _ feet of each easement and/or right-of-way). Must include all lot numbers, block numbers, street names, scale and north arrow. This sketch should be suitable for recording in the public records (no greater in size than 8-1/2" x 14")
	3*	Proof that all property taxes due and payable November 1 st of the current year have been paid (i.e. validated tax receipt). (Labeled as Exhibit "C"). For details, contact the Lee Co. Tax Collector at 339-6000 or Tax Talk at 332-8731.
	3*	If property is within a recorded subdivision, please provide a copy of the relevant portion of the Recorded Plat clearly identifying the easement or right-of-way to be vacated. Please provide three (3) copies of the Recorded Plat with the area marked, such as cross-hatching. For details, contact the Plat Dept. at 335-2572.
	3*	Proof of ownership of the underlying property, such as a recorded warranty deed. For details, contact the Lee Co. Land Records Dept. at 335-2339.
	3*	Letter addressed to Department of Community Development providing the reason and purpose for the request of your vacation. Ex. of reason: To combine two (2) lots into one for future building site of single-family residence. Attn: John Dulmer, Director of Community Development. Include strap number of subject property, petitioner's mailing address and daytime phone number.
	3*	GIS Map encompassing the area to be vacated marked, such as cross-hatching. Yellow highlighter should not be used to mark easement or area to be vacated. If applicable, please include a list of affected property owners. If you have questions regarding this item, please call Planning and Zoning at 444-6150.
	3*	Aerial (large blue maps) encompassing the area to be vacated marked, such as cross-hatching. Yellow highlighter should not be used to mark easement or area to be vacated. For GIS Map and Aerial details, contact the Lee Co. Property Appraisers Office at 339- 6150 or go to https://leegis.leegov.com/LeeSplnS/
	3*	Proof of notification of affected property owners (drainage or ROW vacation only). If you have questions regarding this item, please call Planning and Zoning at 444-6150. Provide Certified Return Receipt Service from local post office.
	3*	If a public utility easement - Letters of review and recommendation from proper utility companies (cable, electric, gas, sewer, telephone, water, the City of Bonita Springs Public Works Department, and any other agencies, see attached).
	3*	If a drainage or ROW easement or road ROW - Letters of review and recommendation from the City of Bonita Springs, Public Works Department, and other agencies as applicable (Florida DOT, Lee County Transportation (access/maintenance issues), Natural Resources, and Waterway Advisory Committee (if easement abuts a waterway) and franchise utility companies.
	3*	Indicate how the requested vacation will not affect the ownership or right of convenient access of persons owning other parts of the subdivision, if governed by Ch. 177.

* One original and two copies must be submitted.*

Please Note: 336.10: If approved, notice of the adoption of such a resolution by the City Council will be published one time, within 30 days following its adoption, in one issue of a newspaper of general circulation published in the County. The proof of publication of notice of public hearing, the resolution as adopted, and the proof of publication of the notice of the adoption of such resolution shall be recorded in the deed records of the County, fees owed by the Applicant.

**PETITION TO VACATE
REQUEST FOR LETTER OF REVIEW AND RECOMMENDATION
(SAMPLE LETTER)**

Today's date: _____

Contact Person: _____

Company Name: _____

Mailing Address: _____

City, State, Zip: _____

RE: Request for a letter of Review and Recommendation on a proposed right-of-way or road easement vacation, utility or drainage easement, at the following location:

To Whom It May Concern:

We intend to submit a Petition to the Bonita Springs City Council seeking to vacate the public interest in the right-of-way or road easement, utility or drainage easement at the location identified above in order to accomplish the following purpose:

We have included a sketch or drawing of the right-of-way or road easement, utility or drainage easement, we desire to vacate. Please provide us with a letter of review and recommendation so we can proceed with our Petition submittal. If you have any questions, please do not hesitate to contact us directly and thank you in advance for your consideration.

Signed,

The Petitioner

(return mailing address and day time telephone number)



PETITION TO VACATE (FS Ch. 336)

Case Number: _____

Petitioner(s), _____ requests the City Council of the City of Bonita Springs, Lee County, Florida, to grant this Petition to Vacate and states as follows:

- 1. Petitioner(s) Mailing Address: _____

- 2. In accordance with Florida Statute (F.S.) Chapter 336, Petitioner desires to vacate the public's interest in the right-of-way or portion of right-of-way legally described in the attached Exhibit "A".
- 3. A sketch showing the area(s) the Petitioner desires to vacate is attached as Exhibit "B".
- 4. Petitioner did provide notice to all affected property owners concerning the intent of this Petition.
- 5. In accordance with letters of review and recommendation provided by the various governmental and utility entities, there is no apparent impediment to granting Petitioner's request.

Wherefore, Petitioner respectfully requests that the City Council adopt a Resolution granting the Petition to Vacate.

Respectfully Submitted by:

Petitioner Signature

Petitioner Signature

Petitioner Name

Petitioner Name



PETITION TO VACATE (FS Ch. 177)

Case Number: _____

Petitioner(s), _____ requests the City Council of the City of Bonita Springs, Lee County, Florida, to grant this Petition to Vacate and states as follows:

1. Petitioner(s) Mailing Address: _____

- 2. In accordance with Florida Statute (F.S.) Chapter 177, Petitioner desires to vacate the public's interest in the easement, plat or portion of a plat legally described in the attached Exhibit "A".
- 3. A sketch showing the area the Petitioner desires to vacate is attached as Exhibit "B".
- 4. Proof Petitioner paid all applicable state and county taxes is attached as Exhibit "C".
- 5. Petitioner is fee simple title holder to the underlying land sought to be vacated.
- 6. Petitioner did provide notice to all affected property owners concerning the intent of this Petition.
- 7. In accordance with letters of review and recommendation provided by various governmental and utility entities, there is no apparent impediment to granting the Petition to Vacate.
- 8. If governed by Ch. 177, the requested vacation will not affect the ownership or right of convenient access of persons owning other parts of the subdivision.

Wherefore, Petitioner respectfully requests that the City Council adopt a Resolution granting the Petition to Vacate.

Respectfully Submitted by:

Petitioner Signature

Petitioner Signature

Petitioner Name

Petitioner Name

PETITION TO VACATE - LETTERS OF REVIEW AND RECOMMENDATION

(You will only need to provide letters for the utilities that service your area)

GOVERNMENTAL AGENCIES: Drainage Easement, Lake Maintenance Easement or Right of Way Easement – Letter of Review and Recommendation

Mr. Robert Lovell
Lee Co. Transportation Division
1500 Monroe Street, 3rd Floor
Fort Myers, FL 33901-5500
Ph. (239) 533-8117

Lee Co. Natural Resources
1500 Monroe Street, 3rd Floor
Fort Myers, FL 33901-5500
Ph. (239) 533-8580

Ms. Eunice Usher
Field Operations Engineer
Florida Dept. of Transportation
2981 NE Pine Island Road
Cape Coral, FL 33904
Ph. (239) 656-7841

City of Bonita Springs
Public Works Department
9101 Bonita Beach Rd
Bonita Springs, FL 34135
Ph. (239) 949-6246

FRANCHISE UTILITY COMPANIES: Public Utility Easement or Right of Way Easement - Letter of Review and Recommendation

Mr. William Paul
CENTURYLINK
P.O. Box 24290
Tampa, FL 33623
Ph. (727) 449-3544

Mr. Greg Thompson
TECO/PEOPLE'S GAS
5901 Enterprise Parkway
Fort Myers, FL 33905
Ph. (239) 313-8554

Ms. Emily Eames
FLORIDA POWER & LIGHT
15834 Winkler Road Fort Myers, FL 33908
Ph. (239) 332-9154

CITY OF BONITA SPRINGS
Public Works Department
9101 Bonita Beach Road Bonita Springs, FL 34135
Ph. (239) 949-6246

Mr. Scott Letzelter
COMCAST CABLEVISION
12600 West Links Drive, Suite 4
Fort Myers, FL 33914
Ph. (239) 318-1524

WATER TREATMENT PLANT FRANCHISES: Public Utility Easement or Right of Way Easement - Letter of Review and Recommendation

Mr. John R. Jenkins
BONITA SPRINGS UTILITIES STP
11900 E Terry Street
Bonita Springs, FL 34135
Ph. (239) 992-0711

Mr. William Hull
LEE COUNTY UTILITIES
1500 Monroe Street, 3rd Floor
Fort Myers, FL 33901-5500
Ph. (239) 533-8162

SEWER TREATMENT PLANT FRANCHISES: Public Utility Easement or Right of Way Easement - Letter of Review and Recommendation

Mr. John R. Jenkins
BONITA SPRINGS UTILITIES STP
11900 E Terry Street
Bonita Springs, FL 34135
Ph. (239) 992-0711

Mr. William Hull
LEE COUNTY UTILITIES
1500 Monroe Street, 3rd Floor
Fort Myers, FL 33901-5500
Ph. (239) 533-8162

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