

# Charlotte County

## APPLICATION FOR RELEASE &/OR OCCUPATION OF EASEMENT

RESERVED FOR COUNTY USE

File #: \_\_\_\_\_

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

This application is for: (check one)

Occupation of Easement \_\_\_\_\_ Release of Easement \_\_\_\_\_ Release AND Occupation of Easement \_\_\_\_\_

### ITEMS NEEDED: OCCUPATIONS:

This Completed Application  
Original Site Plan: 11x17 maximum size  
Agent's Authorization Form (if needed)  
Payment of Application Fee (\$75)

### ITEMS NEEDED: RELEASES:

This Completed Application  
Original Site Plan: 11x17 maximum size  
Original Signed-Sealed Sketch of Description  
\*8.5 x 14 maximum size  
\*Must contain the title "Sketch of Description".  
\*Metes and bounds legal description of the easement area to be released.

An Agent's Authorization Form (if needed)  
Payment of Application Fee (\$550)

### ITEMS NEEDED: RELEASE & OCCUPATION:

This Completed Application  
All Items Listed with Occupations and Releases  
Payment of Application Fee (\$600)

### For Questions & Application Submittal, Contact the Following:

Patricia 'Patty' Stefan  
Patricia.Stefan@CharlotteCountyFl.gov  
941-764-5588 Direct, 941-764-5580 Office

Samantha 'Sam' Nichols  
Samantha.Nichols@CharlotteCountyFl.gov  
941-764-5582 Direct, 941-764-5580 Office

### OWNER INFORMATION

OWNERS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### PROPERTY INFORMATION

PROPERTY APPRAISER'S PROPERTY ID NUMBER: \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

LOT(s): # \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_ Subdivision: \_\_\_\_\_

This application is being submitted by: Property Owner: \_\_\_\_\_ Agent for the Property Owner: \_\_\_\_\_

IF AGENT: I hereby designate the following to represent my interest in the Release and/or Occupation of Easement request on the above referenced property only. Owner Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_ Agent Name: \_\_\_\_\_

Agent Email: \_\_\_\_\_ Agent Phone: \_\_\_\_\_

## Items Encroaching into Easements

LOT #		
	FRONT	
	RIGHT SIDE	
	LEFT SIDE	
	REAR	

LOT #		
	FRONT	
	RIGHT SIDE	
	LEFT SIDE	
	REAR	

**APPLICANTS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

If the application is being made by a prospective purchaser of the property, a notarized affidavit that an executed *Contract for Purchase and Sale* Agreement exists between the owner of the property and the applicant must also be submitted to the Real Estate Services Department at the time of application. This form will be provided upon request.

Note: The identification of easements on this application does not preclude the existence of any other easements of record.