



## COMMUNITY DEVELOPMENT DEPARTMENT

### STREET VACATION APPLICATION INFORMATION

#### Sufficiency Review

- Supply a copy of the completed Application form plus Supporting Materials (see checklist below). Staff will have 5 working days from the application submittal date to review the application for completeness. If incomplete, the application will be returned with an explanation why the application was considered incomplete. The applicant may resubmit at any time, but the application will not be reviewed again until the next nearest application deadline.
- If deemed complete, the application will be logged in and assigned to a P&Z and BCC hearing cycle and staff will commence review. The applicant is responsible for promptly providing any information that needs to be updated, modified, or newly submitted. Otherwise, the placement of the application on a public hearing agenda will be delayed or a Staff recommendation of denial may be necessary.

No additional changes may be made to any information in an application after one week before the hearing packet is due to be compiled for the Planning and Zoning Board members or the NOVUS Agenda item deadline for the Board of County Commissioners. The planner assigned to the petition will be able to inform the applicant of the due date.

#### Supporting Materials Checklist

- Two copies of the boundary survey of the area to be vacated **signed and sealed** by a registered land surveyor. One copy shall be sized 11" x 17" and the other copy shall be 24" x 36"
- A legal description (including acreage) of the area to be vacated (in Word format)
- Notarized letters of no objection from all other property owners abutting the section of street to be vacated, if any exist other than the applicant
- A check for \$1,315.00 payable to the Charlotte County Board of County Commissioners.
- One disc or thumb drive containing copies of all submitted documents in PDF format (legal description in Word)
- A valid traffic study showing current traffic counts on the segment to be vacated (for paved streets only)
- A detailed narrative.

## **ATTENTION**

If approval of this application for a Street Vacation will result in an increase, by at least one unit, in the gross amount of density available for development on any property that would benefit from this Vacation, then this application is subject to Article XX, Transfer of Density Units, of the County Code of Laws and Ordinances, and Transfer of Density Units policies within the Charlotte 2050 Comprehensive Plan. Property owners gaining density through this Street Vacation have the option of placing an easement on their land, which would serve to prevent the owners from utilizing the extra density gained by the Vacation, or they may transfer the required number of units to the property to develop this additional density.

FLU Policy 2.1.5 Access to Public Water Bodies, of the Comprehensive Plan reads as follows:

*The County shall not vacate any public street, right-of-way, or easement that would constrain existing or potential public access to the County's many public water bodies in the absence of public benefit. The County shall address and define public benefit, including whether there are conditions that mitigate and could allow for the vacation of a public street, right-of-way, or easement that provides or potentially could provide such access.*

## **Public Hearing Information**

**TIME: 1:30 P.M. – Planning and Zoning Board**  
**2:00 P.M. – Board of County Commissioners**

**PLACE: Charlotte County Administration Center, Building A, Room 119**  
**18500 Murdock Circle, Port Charlotte, Florida 33948**

**UNLESS OTHERWISE ADVERTISED IN THE LOCAL NEWSPAPER**

The applicant will receive written notification of the hearing date. The applicant and/or an authorized representative/agent must be present at both the Planning and Zoning Board and the Board of County Commissioners meetings. **Charlotte County reserves the right to schedule petitions at times and dates other than those depicted above.**

Should you have any questions or need assistance, please contact the Charlotte County Community Development Department, 18400 Murdock Circle, Port Charlotte, Florida 33948 or call (941) 764-4954.



## COMMUNITY DEVELOPMENT DEPARTMENT STREET VACATION APPLICATION

<b>Date Received:</b>	<b>Date of Log-in:</b>
<b>Petition #:</b>	
<b>Receipt #:</b>	<b>Amount Paid:</b>

**1. Name of street(s) to be vacated:** \_\_\_\_\_

\_\_\_\_\_

**2. Parties involved in the application**

**A. Name of Applicant\*:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City:	State:	Zip Code:
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Phone Number:	Fax Number:
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Email Address: \_\_\_\_\_

\* The applicant must own property abutting on the right-of-way to be vacated

**B. Name of Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City:	State:	Zip Code:
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Phone Number:	Fax Number:
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Email Address: \_\_\_\_\_

**C. Name of Surveyor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City:	State:	Zip Code:
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Phone Number:	Fax Number:
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Email Address: \_\_\_\_\_

**3. Applicant's Property ID #:** \_\_\_\_\_

**4. Total acreage of street to be vacated:** \_\_\_\_\_

**5. Commission District:** \_\_\_\_\_

**6. Purpose of request:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# AFFIDAVIT

**I, the undersigned, being first duly sworn, depose and say that I am the applicant or agent for this Street Vacation and that data and other supplementary matter attached to and made part of the application are honest and true to the best of my knowledge.**

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has/have produced \_\_\_\_\_ as identification and who did/did not take an oath.

_____ Notary Public Signature	_____ Signature of Applicant/Agent
_____ Notary Printed Signature	_____ Printed Signature of Applicant/Agent
_____ Title	_____ Address
_____ Commission Code	_____ City, State, Zip
	_____ Telephone Number

**APPLICANT AUTHORIZATION TO AGENT**

I, the undersigned, being first duly sworn, depose and say that I am the applicant for the Street Vacation of the property described and which is the subject matter of the proposed hearing.

I give authorization for \_\_\_\_\_ to be my agent for this application.

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has/have produced \_\_\_\_\_ as identification and who did/did not take an oath.

_____ Notary Public Signature	_____ Signature of Applicant
_____ Notary Printed Signature	_____ Printed Signature of Applicant
_____ Title	_____ Address
_____ Commission Code	_____ City, State, Zip
	_____ Telephone Number