



CITY OF NEW SMYRNA BEACH

City of New Smyrna Beach
Office: 3650 North Dixie Freeway
Mail: 210 Sams Avenue
New Smyrna Beach, FL 32168
Phone: 386.410.2800

EASEMENT VACATION APPLICATION

MUNIS Application # _____

PROPERTY LOCATION

Address:

Parcel ID Number:

PLANNING APPLICATION REQUEST (OFFICE USE ONLY)

Request Type:

Case No.:

Date Submitted:

Date Closed:

Accepted By:

Project Name:

City Commission Meeting Date:

APPLICANT INFORMATION

Applicant Name:

<<<<<<<<<< MUST BE A PERSON

Mailing Address:

Phone #:

City:

State:

Zip:

E-Mail:

OWNER INFORMATION (IF NOT SAME AS APPLICANT)

Owner Name:

Mailing Address:

Phone #:

City:

State:

Zip:

E-Mail:

REQUEST

Zoning District:

Property Acreage:

Subject Property Location:

Notes:

FEES

Request Type Fee:

Concurrency Review Fee:

Total Fee:

Exempt from Fee

REQUIRED ATTACHMENTS

1. Complete Application Form
2. \$250.00 Application Fee
3. \$350.00 Advertising Fee
4. Release of Easement
5. Legal description & sketch of description for easement area to be vacated
6. List of property owners within 1,000 feet
7. Letters of no objection from all utility providers (See attached list for additional information)

PAYMENTS

No.	Date	Amount	Type	Ck #

Balance Due:

SIGNATURES

INFORMATION AND DOCUMENTS SUBMITTED ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature of Property Owner and/or Applicant

Date

Print Above Name

Note: Application and all required support documents must be submitted by 12:00pm on the submission deadline in order for application to be considered complete.



REQUIRED SUPPORT DOCUMENTS

EASEMENT VACATION

- Release of easement
- Legal description and sketch of description for easement area to be vacated
- List of property owners within 1000 feet of the easement to be vacated
- Letters of no objection from all utility providers with access to the easement
- Certification from the landowner of record that the applicant has authorization to make application for the requested construction, if applicant is not owner
- Prior to 2nd reading, you will also need to provide an affidavit stating that notices have been mailed to all property owners within 1000 feet of the proposed easement vacation. Staff will prepare the notices, but the applicant will be responsible for mailing them
- Prior to 2nd reading, you will also need to provide payment to the City for the public hearing advertisement that must be published in a local newspaper

**APPLICATIONS THAT DO NOT CONTAIN ALL REQUIRED SUPPORT DOCUMENTS
WILL NOT BE ACCEPTED.**