



**PETITION TO VACATE A STREET, ALLEY, OR EASEMENT  
APPLICATION**

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

1. Petitioner's Name: \_\_\_\_\_

Company's Name: \_\_\_\_\_

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

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Owner's Name: \_\_\_\_\_

Company's Name: \_\_\_\_\_

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

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. The property to be vacated is know as: \_\_\_\_\_

\_\_\_\_\_

6. Size of property in Acres: \_\_\_\_\_ Square Feet: \_\_\_\_\_

Property dimensions (rights-of-way width, etc): \_\_\_\_\_

7. Present use of the property: \_\_\_\_\_

\_\_\_\_\_

12. State the reason for this request (attach written summary if additional space is needed):

\_\_\_\_\_

\_\_\_\_\_

## **CERTIFICATION AND SIGNATURE**

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal pursuant to the City's Land Development Code. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

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**Applicant Signature**

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**Date**

**PETITION  
TO VACATE A STREET, ALLEY OR EASEMENT**

TO: Honorable Mayor and City Council of Mount Dora, Florida  
510 N. Baker Street  
Mount Dora, Florida 32757

We, the undersigned, being owners of the properties, adjoining and abutting:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

[Name of Street, Alley or Easement] \_\_\_\_\_

\_\_\_\_\_. hereafter described, respectively request and Petition the City Council of Mount Dora, Florida, to renounce, Quit Claim and disclaim any right of the City of the public in and to the following described street, alley or easement [*State the exact Legal Description or attach a separate sheet as Exhibit to Petition*]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In support of said request, we, the Petitioners, respectively show:

1. That [Name of Street, Alley or Easement] \_\_\_\_\_

\_\_\_\_\_ is not included within the unincorporated portion of Lake County, and lies entirely within the Incorporated Limits of the City of Mount Dora.

2. That [Name of Street, Alley or Easement] \_\_\_\_\_

\_\_\_\_\_ is not part of any Federal, State, County or City roadway.

3. That [Name of Street, Alley or Easement] \_\_\_\_\_

\_\_\_\_\_ has never been open for public use and is unimproved, and portions thereof have natural vegetation showing that it has not been used for street, alley or easement purposes, and is more or less impassable; or in the case of an improved street, alley or easement, that vacating of such will not interfere with any City owned utility lines located in said street, alley or easement.

**Petition Cont.**

4. That vacating of [*Name of Street, Alley or Easement*] \_\_\_\_\_

\_\_\_\_\_ will not deprive any person or persons owning property near or adjacent thereto of reasonable means of ingress and egress to any existing public roadways and will not deprive any person or persons owning property to the street, alley or easement suitable access to his/her property.

5. That the Petitioners are the property owners of \_\_\_\_\_ percent of all properties abutting [*Name of Street, Alley or Easement*]

\_\_\_\_\_  
\_\_\_\_\_

6. THEREFORE, Petitioners request that this Petition will be accepted and filed, and that a proper Resolution be prepared authorizing the publication of Notice of Hearing of said Petition at a meeting to be determined by the City Council of Mount Dora, Florida, and after Hearing, that the [*Name of Street, Alley or Easement*]

\_\_\_\_\_

\_\_\_\_\_ be vacated with or without Conditions as determined by the Mount Dora City Council.

Respectfully submitted this on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the following [signature of owner(s) of the properties, adjoining and abutting]:

X

\_\_\_\_\_

Owner's Signature

\_\_\_\_\_  
Print Owner's Name

X

\_\_\_\_\_

Owner's Signature

\_\_\_\_\_  
Print Owner's Name

**ABUTTING PROPERTY OWNER'S AFFIDAVIT**

**STATE OF FLORIDA)  
COUNTY OF LAKE)  
CITY OF MOUNT DORA)**

Before me, the undersigned authority personally appeared this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
by, who being by me first duly sworn on Oath, deposes and says:

(1) That he/she is the Fee-Simple owner of the following described property to-wit [*legal  
description or attach legal as Exhibit. Survey is required*]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) That he/she has no objection to the vacation of [*description of the area to be vacated*]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Affiant (Owner's Signature)

\_\_\_\_\_  
Print Name

STATE OF FLORIDA  
COUNTY OF LAKE  
CITY OF MOUNT DORA

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

SEAL:

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print or Type Name

## SURROUNDING OWNERS LIST

List the owner's names and mailing addresses for all property lying within 300 feet surrounding the property, as recorded on the latest Official Tax Rolls. Property owners obtained from the Lake County Property Appraisers web site. Provide a written list (see below). Also provide the owners list in Excel Spread Sheet Format and copy to CD with submittal packet.

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Name

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Address

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City                      State    Zip

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Name

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Address

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City                      State Zip

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Name

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Address

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City                      State    Zip

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City                      State Zip

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Name

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Address

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City                      State    Zip

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Name

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Address

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City                      State Zip

Note: Hearing Notifications (Mailings): The applicant shall pay, as part of the application fee, mailings to surrounding owners for the initial 200 notices. The applicant shall reimburse the City the mailing cost for all notices after 201 and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing. Such cost shall be billed directly to the applicant.

## SUBMITTAL CHECKLIST

**Collate submittal requirements into ten (10) individual packages (includes one original package). Also, provide electronic copies (PDF) of the application and all support documents listed below (copied to a CD). [Incomplete submittals will not be accepted]**

The following items must be submitted:

1.     **Application Fee: \$1,000.00**

**Note:** Additional costs incurred by the city engineer, city attorney, or outside consultants shall be billed directly to the applicant.

2.     Completed application.

3.     “Petition to Vacate”, signed by at least two-thirds (2/3) of abutting property owners.

4.     “Abutting Property Owner’s Affidavits” (At least two-thirds (2/3) of the abutting property owners shall each sign an affidavit in order to be considered.

5.     List the owner’s names and mailing addresses for all property lying within 300 feet surrounding the property, as recorded on the latest Official Tax Rolls. Lake County Property Appraisers. Provide written list (see attached) and provide list in Excel Spread Sheet Format and copy Excel spread sheet to CD with submittal packet.

6.     The Property Card(s) from the Lake County Property Appraiser’s office of all adjacent property to the area(s) to be vacated.

7.     Location Map.

8.     Proof of ownership (warranty deed or title certificate) of all adjacent property to the area(s) to be vacated.

9.     Boundary Survey signed and sealed of the area(s) to be vacated. Also one reduced copy 11” x 17” paper size of the survey.

10.    Legal description of the area(s) to be vacated. Also, provide copy of legal description in MS Word and copy to CD.

11.    Electronic version (emailed or copied to a CD) of the full application submittal (application, site plan, survey, all reports, owner Excel spread sheet, drawings, etc.) in PDF.

12.    Written authorization letters (on the agency letter head) from utility providers indicating no objection to the proposed vacate request.

13. Collate submittal requirements into ten (10) individual packages (includes one original package). Also, provide electronic copies (PDF) of the application and all support documents listed below (copied to a CD). [Incomplete submittals will not be accepted]

## **PROCEDURES**

1. Application Submittal Due Date: Completed application form with support documents must be submitted on or before the first Monday on any month.

**\*\*\* Incomplete submittals will not be accepted\*\*\***

2. Development Review Committee (DRC) meeting is held on the last Wednesday of the month in which the submittal was received and reviewed.
3. The application will be forwarded to the City Council for final action to be considered at their next available meeting, after it completes the Development Review Committee process.

1/2015