



# CITY OF OVIEDO FLORIDA

400 ALEXANDRIA BOULEVARD . OVIEDO, FL 32765  
www.cityofoviedo.net

TEL: (407) 971-5796  
FAX: (407) 971-5819

## VACATION OF PLAT APPLICATION

### Office Use Only

Project No. \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Site Construction Permit No.: \_\_\_\_\_  
Site Development Order No.: \_\_\_\_\_

## GENERAL INSTRUCTIONS

A Vacation of Plat Application is required for the removal (vacation or abandonment) of an existing plat, or portion of a plat, from the official records of the City of Oviedo. The approval of Vacation of Plat is directly related to compliance with the requirements of **Chapter 177, Florida Statutes** and of the **Land Development Code (LDC)**. **LDC Section 2.5(B)(4)(a)** provides for the application requirements and **LDC Section 2.5(B)(4)(b and c)** provide for the review and approval process. These Sections are attached.

- **Pre-Application Conference:** The applicant may schedule a Pre-Application Conference with the Development Review Division before submitting this application. To arrange for a Conference, call 407-971-5796.
- **Application Checklist:** **The Application Checklist must be completed in full**, stating the location of information submitted on or in support of Vacation of Plat plans, boundary survey or any other supporting documents.
- **The Sufficiency and Compliance Submittals:**
  - **The Sufficiency Review Application Submittal:** A submittal to determine Sufficiency must **include two (2) sets of plans, boundary survey, required supporting documents, and all applicable fees.** The Development Review Division shall review the submittal for sufficiency and notify the applicant within eight (8) days if the submittal is incomplete. A re-application fee in the amount of half the application fee will be charged if plans are returned due to insufficiency.
  - **The Compliance Review Application Submittal:** following notification that an application is sufficient, the Applicant must submit **ten (10) copies of the complete application package** so that the Compliance Review may initiate. One (1) mylar copy of the vacation of plat will also be required at the final stage of review.
- The application must be signed by the owner(s) of record or be accompanied by a Power of Attorney from the owner(s) of record.

**FEES: \$1,700.00 (Resolution No. 1794-08)**

**THE FOLLOWING ITEMS ARE REQUIRED FOR A SUFFICIENT APPLICATION. AN INSUFFICIENT APPLICATION WILL BE RETURNED WITH AN RAI LETTER AND A RESUBMITTAL FEE WILL BE REQUIRED IN THE AMOUNT OF HALF THE APPLICATION FEE. IF ANY ITEMS ARE NOT APPLICABLE, APPROPRIATE REASONING MUST BE GIVEN ON THE FINAL PLAT CHECKLIST.**

**I. APPLICANT INFORMATION**

1) Applicant Name: \_\_\_\_\_

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

Applicant Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

2) Owner Name: \_\_\_\_\_

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

Owner Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

3) Consultant Name: \_\_\_\_\_

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

Consultant Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Attach a verified statement including the names of each individual having a legal/equitable ownership interest in the subject property. For publicly held corporations, names and addresses of the corporation, principal executive officers and any majority stockholders will be sufficient.

**II. PROJECT INFORMATION**

1) Project Address/Location: \_\_\_\_\_

2) Parcel ID No(s): \_\_\_\_\_

3) Total Acreage: \_\_\_\_\_ 4) Acreage to be vacated: \_\_\_\_\_

5) Number of Lots to be vacated: \_\_\_\_\_ 6) Number of tracts to be vacated: \_\_\_\_\_

**III. PUBLISHED NOTICE OF INTENT**

The Applicant shall attach to the Application the proof of the publication of a legal notice of intent to vacate the plat in not less than two (2) weekly issues of a newspaper of general circulation.

**IV. TITLE CERTIFICATE**

The Applicant shall attach a certificate of ownership, signed by a licensed attorney at law or an abstract company, in a form approved by the City Attorney and, at a minimum, demonstrating:

- 1) That the parties executing the vacation of plat are owners of the land embraced by such vacation.
- 2) All mortgages, liens, or other encumbrances.
- 3) That all City taxes and assessments are paid to date.
- 4) Description of the vacation of plat is correct.

5) That the vacation of plat will not affect the ownership or right of convenient access of persons owning other parts of the subdivision.

**V. STATEMENT OF TAXES**

The Applicant shall attach certificates showing that all state and county taxes have been paid.

**VI. CERTIFICATION**

I hereby certify that, to the best of my knowledge and belief, all information supplied with this application is true and accurate. If the applicant is someone other than the property owner, a power of attorney signed by the property owner, which authorizes the applicant to apply for this specific purpose at this specific location, must be attached to the application.

I am the owner of record for the property described herein.

I am the authorized Agent for the property described herein (power of attorney is attached)

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name(s) and Title(s) (printed or typed)

\_\_\_\_\_  
Date

**SUFFICIENCY REVIEW CHECKLIST**

**VACATION OF PLAT – CITY OF OVIEDO 2006 LDC**

Project Name:

Project Number:

Date:

Reviewer:

<b><u>ITEM</u></b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>LOCATION IN SUBMITTAL</b>	<b>COMMENTS</b>
<b>APPLICANT INFORMATION</b>					
<b>Name</b>				Application/p2	
<b>Address</b>				Application/p2	
<b>Tel/fax</b>				Application/p2	
<b>E-mail</b>				Application/p2	
<b>PROJECT INFORMATION</b>					
<b>Address/Location</b>				Application/p2	
<b>Parcel ID No.(s)</b>				Application/p2	
<b>Acreage</b>				Application/p2	
<b>Current Zoning</b>				Application/p2	
<b>Minimum Lot Size</b>				Application/p2	
<b>Minimum Lot Frontage</b>				Application/p2	
<b>No. Lots</b>				Application/p2	
<b>No. Tracts</b>				Application/p2	
<b>Pavement Width</b>				Application/p2	
<b>R.O.W. Width(s)</b>				Application/p2	
<b>Names of Streets</b>				Application/p2	
<b>PERFORMANCE GUARANTEE</b>					
<b>Cash Deposit</b>					
<b>Surety Completion Bond</b>					
<b>Personal Bond Letter of Credit</b>					

<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>		<b>COMMENTS</b>
<b>CC Acceptance Date</b>					
<b>Maintenance Bond</b>					
<b>Codes Covenants and Restrictions (DCCR's)</b>					
<b>DCCRs</b>					
<b>Other Agreements</b>					
<b>Joinder&amp;Consent Mortgagees</b>					
<b>Utility Letters</b>					
<b>Power/Electricity</b>					
<b>Telephone</b>					
<b>Cable</b>					
<b>Water</b>					
<b>Sewer</b>					
<b>Gas</b>					
<b>TITLE CERTIFICATE</b>					
<b>Title Certificate</b>					
<b>CERTIFICATION</b>					
<b>Signed by Owner</b>					
<b>Letter of Authorization</b>					
<b>FEES</b>					
<b>Amount Paid</b>					
<b>PLANS</b>					
<b>Plat</b>					
<b>Boundary Survey</b>					
<b>Supporting Documents</b>					