

INSTRUCTION SHEET

EXCHANGE OF COUNTY PROPERTY
SARASOTA COUNTY ORDINANCE NO. 88-128
SECTION 125.37 FLORIDA STATUTES

1. THE PETITION DOCUMENT MUST BE COMPLETED IN FULL (submit original plus 3 copies of all documents, unless specific quantities are indicated elsewhere in these instructions.
2. BOUNDARY SURVEY of the area to be vacated prepared by a Florida Licensed Professional Land Surveyor (3 copies sealed) that, in addition show the following:
3. SURVEYOR'S SKETCH & SURVEY, the petitioner's portion to be exchanged and the county land the petitioner is requesting. All copies must be SIGNED and SEALED (3 copies) by a registered surveyor.
- * ATTENTION: One clear, certified copy of the legal shall be furnished by the Petitioner on white, 8 ½ x 11 size paper, for copying purposes and only one legal description per sheet.
4. CERTIFICATE OF APPARENT OWNERSHIP from a Title Company listing Name, address and telephone number(s) of property owners abutting or otherwise affected by this vacation. ORIGINAL AND 2 COPIES (all certified.)
5. OWNERSHIP AND ENCUMBRANCE REPORT from a Title company stating: "This is to certify to the County of Sarasota, etc.", on the exact parcel (must list legal) to be vacated. ORIGINAL AND 2 COPIES (all certified.)
6. LEGAL DESCRIPTIONS ATTACHED TO THE PETITION (3 certified by a registered surveyor) of the plat or portion(s) of easement(s) to be vacated.
7. A NON-REFUNDABLE FILING FEE in the amount of FIVE HUNDRED DOLLARS (\$500.00) to cover administrative costs. Make check payable to: BOARD OF COUNTY COMMISSIONERS.
8. CERTIFICATE OF SEARCH obtained from the Delinquent Tax Division of the Tax Collector showing that all State and County taxes have been paid. Call 861-8390 for assistance.

The Processing of this Petition will begin when all supporting documents and the Filing Fee (numbers 1 through 8) are forwarded to:

Public Works, Real Property Division
Attn: Property Exchanges
1301 Cattlemen Road, Building C
Sarasota, Florida 34232

941-861-6868

A PUBLIC HEARING is scheduled by the Real property Division and advertised one time in not less than two (2) weekly issues before the public hearing. The Real Property Division will prepare and forward the required advertisement to Sarasota Herald Tribune. The Real Property Division will notify the petitioner of advertising costs. The petitioner shall remit payment for advertising costs directly to Sarasota Herald Tribune prior to the ad being placed in the newspaper.