

## **EXCHANGE PETITION INSTRUCTIONS**

### **EXCHANGE OF COUNTY PROPERTY SARASOTA COUNTY ORDINANCE 88-128 SECTION 125.37 FLORIDA STATUTES**

1. **COMPLETE PETITION** – The Petition document must be completed in its entirety prior to submission. **(Please provide the original Petition with an additional 2 copies)**
2. **BOUNDARY SURVEY** – A boundary survey prepared by a Florida Licensed Professional Land Surveyor. NOTE: Please be certain that all requirements have been met as set forth in Boundary Survey and Sketch Requirements. If these requirements are not met the Petitioner must provide a corrected boundary survey prior to further processing of the Exchange Petition. **(Please provide 3 sealed copies of the boundary survey)**
3. **SKETCH** – A sketch of the areas to be exchanged prepared by a Florida Licensed Professional Land Surveyor. NOTE: Please be certain that all requirements have been met as set forth in Boundary Survey and Sketch Requirements. If these requirements are not met the Petitioner must provide a corrected sketch prior to further processing of the Exchange Petition. **(Please provide 3 sealed copies of the sketch)**
4. **LEGAL DESCRIPTION** – Please provide legal description of the exchange areas on white, 8 ½ x 11 size paper, for copying purposes with only one legal description per sheet of paper. **(Please provide 3 copies – all certified by the Surveyor)**
5. **CERTIFICATE OF APPARENT OWNERSHIP** – Provided by a Title Company showing name, address, and telephone number (if possible), of all property owners adjoining, abutting or otherwise affected by this exchange. **(Please provide original and 2 copies)**
6. **OWNERSHIP AND ENCUMBRANCE REPORT** – Provided by a Title Company which MUST be certified to “SARASOTA COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA”. If the report is not certified to Sarasota County, the petitioner must provide a corrected report prior to further processing of the Vacation Petition. **(Please provide original and 2 copies)**
7. **CERTIFICATE OF SEARCH** – Provided by the Delinquent Tax Division of the Tax Collector showing that all State and County taxes have been paid. Please contact the Tax Collector’s Office at (941) 861-8390 to obtain this document. **(Please provide original and 2 certified copies)**
8. **SUBDIVISION PLAT** – If the exchange property is part of a platted subdivision, please provide a copy of the appropriate plat. **(Please provide one copy only)**
9. **EXCHANGE PROPERTY HISTORY** – Any known history of the exchange properties should be provided. Provide copies of any Agreements, Resolutions and Ordinances, or other similar documentation, pertinent to exchange. **(Please provide one copy only)**

10. **NON-REFUNDABLE FILING FEE** – Submission of Non-Refundable Filing Fee in the amount of FIVE HUNDRED AND 00/100 DOLLARS (\$500.00) to cover administrative costs, in the form of a check made payable to “BOARD OF COUNTY COMMISSIONERS”.
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- **The processing of your Petition will commence when the complete and correct Exchange Petition, all supporting documents, and the filing fee are received at the following address:**

**Mailing Address: Diane Kennedy/REAL PROPERTY  
Sarasota County Public Works  
P.O. Box 8  
Sarasota, FL 34230**

**Physical Address: 1301 Cattlemen Road, Building C  
Sarasota, FL 34232**

- **A Public Hearing will be scheduled by the Real Property Division and advertised one time in not less than two (2) weekly issues before the public hearing as required by Florida Statute 125.37. The Real Property Division will prepare and submit the required advertisement to the Sarasota Herald Tribune. The Real Property Division will notify the petitioner of the advertising costs. The petitioner shall remit payment for advertising costs directly to the Sarasota Herald Tribune PRIOR to the ad being published. If the advertising costs are not paid promptly, the Public Hearing will be re-scheduled as necessary.**
- **All Petitions for Vacation and Abandoning a Plat, Street Vacation, or a portion thereof, and/or Property Exchanges requires a review by County Staff, proper advertisement, and final approval by the Board of County Commissioners. There are ABSOLUTELY NO GUARANTEES of approval for any filed Petition and the filing fee of \$500 is non-refundable.**