

## **PLAT VACATION PETITION INSTRUCTIONS**

### **VACATION OF PLAT OR PORTION THEREOF SARASOTA COUNTY ORDINANCE 88-129 SECTION 177.101, 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 Vacation Petition. **(Please provide 3 sealed copies of the boundary survey)**
3. **SKETCH** – A sketch of the area to be vacated 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 Vacation Petition. **(Please provide 3 sealed copies of the sketch)**
4. **LEGAL DESCRIPTION** – Please provide legal description of the plat, or portion thereof, to be vacated 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 *abutting or otherwise affected by this vacation*. **(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 copies)**
8. **BUILDING PERMITS** – Provide copy of all building permits pertaining to the encroachment, if possible. **(Please provide 1 legible copy)**
9. **UTILITY COMPANY OBJECTIONS** – Letters of “No Objection” must be obtained from the utility companies that service the area. For your convenience, contact information is shown below. The following contact persons are current as of June 1, 2011; however, please be aware these individuals may change at anytime. **(Please provide original only)**

- Verizon Florida, LLC  
 Contact Person:  
 Bryan Lantz, Municipal Affairs & R/W Section Manager  
 Network Engineering and Planning  
 Phone: 813-740-1231  
 E-mail: [bryan.lantz@verizon.com](mailto:bryan.lantz@verizon.com)  
 \*Requests can be submitted via e-mail.
  
- Comcast Cablevision of West Florida, Inc.  
 Contact Person:  
 Gonzalo Rojas  
 Eng. 1, Planning & Design  
 174 Rich Street  
 Venice, FL 34292  
 Phone: 941-342-3578  
 Fax: 941-488-9131  
 E-mail: [gonzalo\\_rojas@cable.comcast.com](mailto:gonzalo_rojas@cable.comcast.com)  
 \*All requests must be submitted via e-mail or fax.
  
- Florida Power & Light Company  
 Contact Person:  
 Greg Coker, West Area Relocations Coordinator  
 1253 12<sup>th</sup> Avenue East  
 Bradenton, FL 34221  
 Phone: 941-723-4330  
 E-mail: [Greg.Coker@fpl.com](mailto:Greg.Coker@fpl.com)  
 \*Requests can be submitted via e-mail.
  
- Teco/Peoples Gas  
 Contact Person:  
 Dan Shanahan, Engineering Rep.  
 8261 Vico Court  
 Sarasota, FL 34240  
 Phone: 941-342-4026  
 Fax: 941-342-4011  
 E-mail: [djshanahan@tecoenergy.com](mailto:djshanahan@tecoenergy.com)  
 \*Requests can be submitted via e-mail.
  
- Englewood Water District  
 Contact Person:  
 Robin Sofa, Project Coordinator  
 201 Selma Avenue  
 Englewood, FL 34223  
 Phone: 941-460-1033  
 Fax: 941-460-1025  
 E-mail: [rsofa@englewoodwater.com](mailto:rsofa@englewoodwater.com)  
 \*Requests may be submitted via e-mail.

10. **PROPERTY OWNER OBJECTIONS** – Letters of “No Objection” must be obtained from all abutting property owners. If you need assistance in preparing a letter of no objection, a sample letter can be provided to you upon request. **(Please provide original only)**
11. **HOMEOWNERS ASSOCIATION** – If the property is located within a development that has a Homeowners Association (HOA), a letter of “No Objection” must be obtained from the Association. **(Please provide original only)**
12. **SUBDIVISION PLAT** – Provide a copy of the subdivision plat as recorded in the Public Records. **(Please provide one copy only)**
13. **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 Vacation 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 Notice of intent is prepared by the Real Property Division Office and submitted for publishing in the Sarasota Herald Tribune in not less than two weekly issues of said paper. The Real Property Division will notify the petitioner of the advertising costs. The petitioner shall remit payment for advertising costs directly to Sarasota Herald Tribune PRIOR to the ad being published. Not paying the advertising costs promptly can cause unnecessary delays which can add additional advertising costs.**
- **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.**