

**PETITION FOR
ABANDONMENT OF PUBLICLY DEDICATED
RIGHTS-OF-WAY, EASEMENTS OR ALLEYS**

PROCEDURES

A. Petitioner

1. The Petitioner (Exhibit 1) shall be used by the public when requesting the Board of County Commissioners to vacate or abandon rights-of-way, alleys or easements dedicated to public use.
2. The Petitioner shall provide an accurate legal description of rights-of-way, alleys or easements on the petition. An accurate legal description may be obtained from the Clerk of the Circuit Court (Recording Department). If the alley, easement or right-of-way is in a subdivision, Petitioner shall provide a copy of the subdivision plat.
3. The Petitioner shall also provide a copy of a deed and letter authorization if applicant is not owner.
4. The Petitioner shall bear the signature and address of the petitioner and list the property owners (if any) abutting that portion of the public right-of-way or easement requested to be vacated.
5. The Petitioner shall be addressed to the Board of County Commissioners attention: Planning and Zoning Department, 1801 27th Street, Vero Beach, Florida 32960.

B. Fees and Costs for Administration, Advertising and Recording

1. ***Right-of-Way, Street and Alley Abandonments, etc.***
 - a. A \$700.00 fee for recording and administrative costs shall accompany the petition and attachments. The check should be made payable to the Board of County Commissioners.
2. ***Easement Releases***
 - a. A \$120.00 fee shall be paid for recording and administrative costs when petitioning for and easement release. The \$120.00 fee can apply for up to two easement releases if in the same subdivision and unit.
 - b. Easement releases on a series of contiguous lots (up to four lots in same Block, Unit and Subdivision) will be considered a single request requiring a \$120.00 fee. If a request involves several easement releases within a single subdivision, then an additional \$25.00 fee will be charged for every two additional easements. Generally one petition application form should be adequate for multiple easement release requests.

Right-of Way Abandonment and Easement Release Checklist
All materials must be submitted to complete this application

MATERIAL

	<u>YES</u>	<u>NO</u>
Fee: Abandonment \$700.00 – Release of Easement \$120.00 (Make check payable to Indian River County)	_____	_____
Complete Petition	_____	_____
Copy of Deed or Tax Bill	_____	_____
Copy of Plat (if platted)	_____	_____

TO: Indian River County Board of County Commissioners
1801 27th Street
Building A
Vero Beach, Florida 32960
772-226-1237

_____, hereby petitions the Indian River County Board (Petitioner) of
County Commissioners, to vacate a _____,
described as: (describe street, alley, road, easement, etc.)

A portion of _____, located in
(address)
_____, starting at
(subdivision name, parcel or tract)
_____ and terminating
at _____ laying adjacent to
(or in) Block _____, Lot _____, Section _____, Township _____, Range _____, as recorded in
Plat Book _____, Page _____, Public Records of Indian River County, Florida.

The reason for this request is (should include intended use of property): _____

Petitioner Name (Please Print): _____
Address: _____
Telephone: _____ E-mail: _____
Signature: _____ Date: _____

Property owners abutting the portion of the road requested to be vacated: (if any)

Name	Address
_____	_____
_____	_____

Please submit to the Indian River County Community Development Department with required fee (payable to Indian River County), with a copy of appropriate plat, tax or description map.

NOTICE

Prior to formally applying for a right-of-way abandonment request, planning staff strongly encourages you to contact the planning division, public works department, the utility services department, and road and bridge to ascertain any preliminary staff objections or comments regarding your proposed request. Staff also encourages you to contact any neighbors that could be affected. Such preliminary contacts with staff and neighbors may save you time and money.

Note: Later in the process, the right-of-way abandonment applicant will be responsible for having a surveyor provide a legal description and sketch for the right-of-way abandonment area.