

Recording Fees to “The Clerk of Courts”:
\$10.00 for first page and \$8.50 each additional page (typically \$35.50).
We will send you a letter at the time of recording requesting the exact amount.

COPIES		SUBMITTAL DOCUMENTS
SUB'D	REQ'D ITEMS REQUIRED FOR SUBMITTAL	
	1	Signed original petition to vacation
	3*	Professional written legal description and street address of easement(s) and/or right-of-way (ROW) to be vacated. (Labeled as Exhibit “A”).
	3*	Professional sketch (Labeled as Exhibit “B”) showing easement(s) and/or right-of-way to be vacated (less and except the north/south or east/west _ feet of each easement and/or right-of-way). Must include all lot numbers, block numbers, street names, scale and north arrow. This sketch should be suitable for recording in the public records (no greater in size than 8-1/2” x 14”).
	3*	Proof that all property taxes due and payable November 1 st of the current year have been paid (i.e. validated tax receipt). (Labeled as Exhibit “C”). For details, contact the Lee Co. Tax Collector at 339-6000 or Tax Talk at 332-8731.
	3*	If property is within a recorded subdivision, please provide a copy of the relevant portion of the Recorded Plat clearly identifying the easement or right-of-way to be vacated. Please provide three (3) copies of the Recorded Plat with the area marked, such as cross-hatching. For details, contact the Plat Dept. at 335-2572.
	3*	Proof of ownership of the underlying property, such as a recorded warranty deed. For details, contact the Lee Co. Land Records Dept. at 335-2339.
	3*	Letter addressed to Department of Community Development providing the reason and purpose for the request of your vacation. Ex. of reason: To combine two (2) lots into one for future building site of single-family residence. Attn: John Dulmer, Director of Community Development. Include strap number of subject property, petitioner’s mailing address and daytime phone number.
	3*	GIS Map encompassing the area to be vacated marked, such as cross- hatching. Yellow highlighter should not be used to mark easement or area to be vacated. If applicable, please include a list of affected property owners. If you have questions regarding this item, please call Planning and Zoning at 444-6150.
	3*	Aerial (large blue maps) encompassing the area to be vacated marked, such as cross-hatching. Yellow highlighter should not be used to mark easement or area to be vacated. For GIS Map and Aerial details, contact the Lee Co. Property Appraisers Office at 339-6150.
	3*	Proof of notification of affected property owners (drainage or ROW vacation only). If you have questions regarding this item, please call Planning and Zoning at 444-6150. Provide Certified Return Receipt Service from local post office.
	3*	If a public utility easement - Letters of review and recommendation from proper utility companies (cable, electric, gas, sewer, telephone, water, the City of Bonita Springs Public Works Department, and any other agencies, see attached).
	3*	If a drainage or ROW easement or road ROW - Letters of review and recommendation from the City of Bonita Springs, Public Works Department and other agencies as applicable (Florida DOT, Lee County Transportation (access/maintenance issues), Natural Resources, and Waterway Advisory Committee (if easement abuts a waterway) and franchise utility companies.

* One original and two copies must be submitted.

PETITION TO VACATE
REQUEST FOR LETTER OF REVIEW AND RECOMMENDATION

(SAMPLE LETTER)

(Today's date)

Contact Person

Company Name

Mailing Address

City, State, Zip

RE: Request for a letter of Review and Recommendation on a proposed right-of-way or road easement vacation, utility or drainage easement, at the following location:

To Whom It May Concern:

We intend to submit a Petition to the Bonita Springs City Council seeking to vacate the public interest in the right-of-way or road easement, utility or drainage easement at the location identified above in order to accomplish the following purpose:

We have included a sketch or drawing of the right-of-way or road easement, utility or drainage easement, we desire to vacate. Please provide us with a letter of review and recommendation so we can proceed with our Petition submittal. If you have any questions, please do not hesitate to contact us directly and thank you in advance for your consideration.

Signed,

The Petitioner
(return mailing address and day time telephone number)



PETITION TO VACATE (FS Ch. 336)

Case Number: _____

Petitioner(s), _____ requests the City Council of the City of Bonita Springs, Lee County, Florida, to grant this Petition to Vacate and states as follows:

1. Petitioner(s) Mailing Address: _____

2. In accordance with Florida Statute (F.S.) Chapter 336, Petitioner desires to vacate the public's interest in the right-of-way or portion of right-of-way legally described in the attached Exhibit "A".
3. A sketch showing the area(s) the Petitioner desires to vacate is attached as Exhibit "B".
4. Petitioner did provide notice to all affected property owners concerning the intent of this Petition.
5. In accordance with letters of review and recommendation provided by the various governmental and utility entities, there is no apparent impediment to granting Petitioner's request.

Wherefore, Petitioner respectfully requests that the City Council adopt a Resolution granting the Petition to Vacate.

Respectfully Submitted by:

Petitioner Signature

Petitioner Signature

Printed Name

Printed Name



PETITION TO VACATE (FS Ch. 177)

Case Number: _____

Petitioner(s), _____ requests the City Council of the City of Bonita Springs, Lee County, Florida, to grant this Petition to Vacate and states as follows:

1. Petitioner(s) mailing address: _____

2. In accordance with Florida Statute (F.S.) Chapter 177, Petitioner desires to vacate the public's interest in the easement, plat or portion of a plat legally described in the attached Exhibit "A".
3. A sketch showing the area the Petitioner desires to vacate is attached as Exhibit "B".
4. Proof Petitioner paid all applicable state and county taxes is attached as Exhibit "C".
5. Petitioner is fee simple title holder to the underlying land sought to be vacated.
6. Petitioner did provide notice to all affected property owners concerning the intent of this Petition.
7. In accordance with letters of review and recommendation provided by various governmental and utility entities, there is no apparent impediment to granting the Petition to Vacate.

Wherefore, Petitioner respectfully requests the City Council adopt a Resolution granting the Petition to Vacate.

Respectfully Submitted by:

Petitioner Signature

Petitioner Signature

Printed Name

Printed Name

PETITION TO VACATE - LETTERS OF REVIEW AND RECOMMENDATION

You will only need to provide letters for the utilities that service your area

GOVERNMENTAL AGENCIES – Drainage Easement, Lake Maintenance Easement or Right of Way Easement – Letter of Review and Recommendation

____ Mr. Howard Coachman
Lee Co. Transportation Division
1500 Monroe Street, 3rd Floor
Fort Myers, FL 33901-5500
Ph. (239) 533-8580

____ Mr. Tom Garcia
Field Operations Engineer
Florida Dept. of Transportation
2981 NE Pine Island Road
Cape Coral, FL 33904
Ph. (239) 656-7841

____ Mr. Allen Davies
Lee Co. Natural Resources
1500 Monroe Street, 3rd Floor
Fort Myers, FL 33901-5500
Ph. (239) 533-8580

____ **CITY OF BONITA SPRINGS**
Public Works Department
9101 Bonita Beach Road
Bonita Springs, FL 34135
Ph. (239) 949-6246

FRANCHISE UTILITY COMPANIES – Public Utility Easement or Right of Way Easement - Letter of Review and Recommendation

____ Mr. Rick Twitchell
Mailstop FLFTME0105
EMBARQ FLORIDA, INC.
2820 Cargo St
Fort Myers, FL 33916
Ph. (239) 336-2020

____ Administrative Clerk
FLORIDA POWER & LIGHT
15834 Winkler Road
Fort Myers, FL 33908
Ph. (239) 415-3302

____ Mr. Mark Cook
COMCAST CABLEVISION
26102 Bonita Grande Drive
Bonita Springs, FL 34135
Ph. (239) 432-1805

____ Mr. Naldo Rodriguez
TIME-WARNER CABLE
1418 S.E. 10th Street
Cape Coral, FL 33990
Ph. (239) 772-2218 ext 120

____ Mr. Mike Yonker
AMERIGAS
2600 Katherine Street
Fort Myers, FL 33901
Ph. (239) 334-2849

____ **CITY OF BONITA SPRINGS**
Public Works Department
9101 Bonita Beach Road
Bonita Springs, FL 34135
Ph. (239) 949-6246

WATER TREATMENT PLANT FRANCHISES – Public Utility Easement or Right of Way Easement - Letter of Review and Recommendation

— Mr. Fred Partin
BONITA SPRINGS UTILITIES
P.O. Box 2368
Bonita Springs, FL 33959-2368
Ph. (239) 992-0711

— Mr. David Reycraft
LEE COUNTY UTILITIES
1500 Monroe Street, 3rd Floor
Fort Myers, FL 33901-5500
Ph. (239) 533-8150

SEWER TREATMENT PLANT FRANCHISES – Public Utility Easement or Right of Way Easement - Letter of Review and Recommendation

— Mr. Patrick Jennings
BONITA SPRINGS UTILITIES STP
11860 E. Terry Street
Bonita Springs, FL 34135
Ph. (239) 992-0711

— **CITY OF BONITA SPRINGS**
Public Works Department
9101 Bonita Beach Road
Bonita Springs, FL 34135
Ph. (239) 949-6246

— Ms. Terry Kelley
LEE COUNTY UTILITIES
1500 Monroe Street, 3rd Floor
Fort Myers, FL 33901-5500
Ph. (239) 533-8580