



# VACATION OF RIGHT-OF-WAY APPLICATION

City of Arcadia Florida  
Community Development  
23 Polk Avenue North  
Arcadia, FL 34266  
(863) 494-4114

City Website: *arcadia-fl.gov*

Date Stamp

File No. : **18** - \_\_\_\_\_ **VR**

Fee: \$1,000.<sup>00</sup>

R# \_\_\_\_\_

Arcadia owns numerous right-of-way properties which have been platted as part of a subdivision design for roadways, alleys, walking trails, utilities and other access or service ways. In certain instances when no clear public need exists for utilization of these right-of-ways, the City may permit private property owners to reconfigure, swap or vacate these public properties for private enjoyment. An application checklist and procedure form should be used to help you understand application and processing requirements for seeking the vacation of platted public right-of-ways.

### APPLICANT'S INFORMATION

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: (        ) \_\_\_\_\_

Email: \_\_\_\_\_

### AGENT'S INFORMATION

(Leave Blank if Same as Applicant)

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: (        ) \_\_\_\_\_

Email: \_\_\_\_\_

### I. Property Information of Subject ROW and Adjacent Properties

Predominant Land Uses of Properties Adjacent to ROW: \_\_\_\_\_

Subdivision and Block: \_\_\_\_\_

List Parcel Identification Numbers of all Properties Adjacent to ROW:

_____	_____
_____	_____
_____	_____
_____	_____

List Address Numbers of all Properties Adjacent to ROW:

_____	_____
_____	_____
_____	_____
_____	_____

**II. Provide Statement of Need for ROW Vacation**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. List Known Public or Private Utility Provider Assets within the ROW to be Vacated**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IV. List Known Private Improvements (fences, pools, drives, sheds, or structures) within the ROW to be Vacated**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p><b>Planning Recommendation:</b></p> <p><input type="radio"/> Approved</p> <p><input type="radio"/> Denied</p> <p>_____</p> <p>Zoning Signature</p> <p>Date: _____</p>	<p><b>Utility Systems Recommendation:</b></p> <p><input type="radio"/> Approved</p> <p><input type="radio"/> Denied</p> <p>_____</p> <p>Utility Signature</p> <p>Date: _____</p>	<p><b>Public Works Recommendation:</b></p> <p><input type="radio"/> Approved</p> <p><input type="radio"/> Denied</p> <p>_____</p> <p>Director's Signature</p> <p>Date: _____</p>
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**City of Arcadia**  
**Procedures for Application**  
**Vacation of Right-of-Way/Street/Alleyway**

- 1. Application.** All applications must be completed in full and submitted to the City with the filing fee. Incomplete applications will be returned and may delay City action on the request.

A NON-REFUNDABLE APPLICATION FILING FEE is \$1,000.00.

- 2. Technical Review Committee.** Applications will be processed and scheduled for technical review by the City's administrative, legal, engineering, planning and utility systems staff for determination of appropriateness, and a report will be provided to the City Council to include all staff concerns, comments and recommendations.
- 3. Public Notice.** The applicant shall provide notice, by certified mail with a return receipt, to all owners of property abutting the right-of-way to be vacated. The applicant shall submit proof (return receipt) with the application. If the applicant is the sale owner, such proof is not necessary. If the certified mail is refused or not retrieved, the applicant shall provide documentation of this and send the notice by regular mail.
- 4. Utility Release.** The applicant is required to present with the Application for Vacation of Right-of-Way utility releases from all applicable private utilities.
- 5. Public Hearing.** Applications for the vacation of right-of-way require a public hearing before the City Council.
  - The City staff will place an advertisement in a newspaper of general circulation in the City, notify all abutting property owners by mail and post a sign on the right-of-way to be vacated at least 10 days prior to the City Council public hearing.
  - The advertisement, notice to abutting property owners and sign provides the case number, date, time and place of the public hearings.
  - The applicant is responsible for reimbursing the City for the cost of advertising the public hearing.