



## **PETITION FOR VACATION OR ABANDONMENT OF DRAINAGE OR ROAD RIGHT-OF-WAY**

### **INSTRUCTIONS**

- 1) Complete the application form for vacation or abandonment of drainage or road right-of-way and submit to the City Clerk's Office along with the legal description/sketch and fee. Provide each applicable utility company (electric, telecommunication, natural gas, etc.) with a utility company response form. The application package will not be considered complete until all response forms from the applicable utility companies are received by the City Clerk's Office.
- 2) The completed application package will be submitted to the City's Director of Environmental and Engineering Services. The Director of Environmental and Engineering Services will consult with city staff from other relevant departments and then provide a recommendation regarding the petition.
- 3) The staff recommendation will be forwarded to the City Commission for consideration as outlined below.

### **CITY COMMISSION PROCEDURE**

**ORDINANCE PROCEDURE:** If the subject right-of-way was dedicated to the City of Margate by deed, the City Commission will consider an ordinance for vacation and abandonment.

**RESOLUTION PROCEDURE:** If the subject right-of-way was dedicated by a plat of record, the City Commission will consider a resolution consenting to the vacation and abandonment. The petitioner must then contact Broward County and follow their procedures for the vacation and abandonment to become effective.



# PETITION FOR VACATION OR ABANDONMENT OF DRAINAGE OR ROAD RIGHT-OF-WAY

## APPLICATION

NAME OF PETITIONER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PETITION FOR ABANDONMENT OF: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR PETITION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STREET ADDRESS OR PARCEL NUMBER OF PARCEL REQUESTING ABANDONED OR VACATED LAND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RESPONSE FORMS WERE SENT TO THE FOLLOWING UTILITY COMPANIES:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTACH A LEGAL DESCRIPTION/SKETCH OF THE PROPOSED VACATION OR ABANDONMENT. THE LEGAL DESCRIPTION/SKETCH MAY NEED TO BE SIGNED BY A FLORIDA LICENSED PROFESSIONAL SURVEYOR AND MAPPER.**

\_\_\_\_\_  
SIGNATURE OF PETITIONER

\_\_\_\_\_  
DATE

PARCEL OWNER (IF OTHER THAN PETITIONER): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

**PLEASE SUBMIT COMPLETED FORM TO THE CITY CLERK'S OFFICE WITH FEE PAYMENT OF \$100.00 (Per Ordinance No. 78-2, § 1, 1-11-1978)**

DATE RECEIVED: \_\_\_\_\_

FEE PAID: \_\_\_\_\_



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## UTILITY COMPANY RESPONSE (TO BE COMPLETED BY EACH UTILITY COMPANY)

**TO:** \_\_\_\_\_  
(NAME OF UTILITY COMPANY)

**FROM:** CITY CLERK  
CITY OF MARGATE

Please indicate below whether or not your utility company has an objection to the attached petition for vacation or abandonment of the described right-of-way.

NAME OF PETITIONER: \_\_\_\_\_

STREET ADDRESS OR PARCEL NUMBER OF PARCEL REQUESTING ABANDONED OR VACATED LAND:

\_\_\_\_\_  
\_\_\_\_\_

We  have  have no objection to the above-referenced request for vacation or abandonment.

REASONS FOR OBJECTION, IF ANY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
UTILITY COMPANY

**PLEASE RETURN FORM TO:**  
**City Clerk's Office**  
**5790 Margate Boulevard**  
**Margate, Florida 33063**

DATE RECEIVED: \_\_\_\_\_