



INFORMATION FOR VACATING COUNTY ROADS, RIGHTS-OF-WAY OR EASEMENTS

1. All requests for vacating County roads, rights-of-way and easements may be initiated by submittal of the following to the Brevard County Board of County Commissioners, Transportation Engineering Department, Bldg A Suite 220, 2725 Judge Fran Jamieson Way, Viera, FL 32940. If you need assistance or have any questions, you can contact Cynthia Streeter, Transportation Engineering Department, Survey Section @ (321) 617-7315
 - a. One executed petition included in the form to include the information as requested in the attached Exhibit A.
 - b. A fee of \$640.00 for processing, advertising, and recording charges.
(Checks should be payable to the Brevard County Board of County Commissioners)
2. Upon receipt of the petition, the Transportation Engineering Department will review the petition for accuracy of the legal description along with the boundary survey accurately showing the property. If the legal description is suspected to be incorrect, the Transportation Engineering Department shall notify the petitioner and request a corrected legal description.
3. The Transportation Engineering Department will transmit the notice of the public hearing to a Brevard County newspaper to appear at least fourteen (14) days prior to the date of the public hearing, and the Transportation Engineering Department will:
 - a. Request certification from the applicable public service agencies and public utility companies to ensure that the vacating will not interfere with the service provided or encroach unreasonable on any road right-of-way, utility and/or drainage easement.
 - b. Notify the Petitioner of the date, time, and location of the public hearing and forward the notice to be posted with instructions for requirements of posting the notice in a conspicuous and easily visible location on the property no later than ten (10) days prior to the public hearing.
4. At the public hearing, the Board may deny the petition or grant the petition to vacate all or any portion of the property and may attach such conditions as the Board may deem to be in the public interest.
5. If the Board grants the petition, the Board shall adopt a resolution granting the petition and the Clerk to the Board shall:
 - a. Advertise the legal notice of the adoption of the resolution in a Brevard County newspaper.
 - b. Record all necessary documents upon receipt of all documents.
 - c. Send a certified copy of the Board adopted resolution to the Petitioner and the Transportation Engineering Department.
6. If the Board denies the vacating, the Transportation Engineering Department will notify the Petitioner.

For More Information Contact:
Cynthia Streeter, Operations Specialist
Transportation Engineering Department / Survey Section
(321) 617-7315 Phone (321) 633-2083 Fax
Email: cynthia.streeter@brevardcounty.us



EXHIBIT A
PETITION REQUESTING VACATING OF COUNTY ROAD, RIGHT-OF-WAY OR EASEMENT

8. **GROUNDS FOR GRANTING PETITION.** The undersigned submits as grounds and reasons in support of this petition the following (state in detail why petition should be granted):

RESPECTFULLY SUBMITTED,

NAME: _____

ADDRESS: _____

TELEPHONE: _____

SIGNATURE OF PETITIONER

SIGNATURE OF PETITIONER

NOTE: EACH PETITIONER MUST SIGN THIS PETITION, AND ALL PETITIONERS' SIGNATURES SHALL BE NOTARIZED.

STATE OF _____

COUNTY OF _____

I hereby certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, _____, who executed the forgoing Oath and acknowledged before me that he/she executed the same for the purpose(s) therein expressed, and who is personally known to me or who has produced _____ as Identification.

Witness my hand and official seal this _____ day of _____, A.D., _____.

(NOTARY)

NAME: (PRINTED)

COMMISSION NUMBER



**ABUTTING PROPERTY OWNERS
EXHIBIT B**

Signatures of abutting property owners who consent without objection to the vacating.

Name: _____ Address: _____ Signature: _____ Description of Property:

Name: _____ Address: _____ Signature: _____ Description of Property:

Name: _____ Address: _____ Signature: _____ Description of Property:

**EXHIBIT C
NOTIFICATION OF PROPERTY OWNERS**

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Brevard County Board of County Commissioners, Brevard County, Florida has scheduled a public hearing to be held at the Brevard County Government Center Meeting Room, 2725 Judge Fran Jamieson Way, Bldg C, Viera, FL 32940 on Tuesday, _____ 9:00 A.M., to consider vacating.

Select Applicable

Road Right of Way

Public Utility and Drainage Easement

Public Utility Easement

Public Drainage Easement

Alley

Other _____

LEGAL DESCRIPTION: (Please attach a Location Map and/or Boundary Survey)

All persons wishing to be heard should appear at this meeting. Any objections to be considered relative to granting this request should be directed to:

**Brevard County Transportation Engineering Department, Survey Section
Building A Suite 220, Attn; Cynthia Streeter
2725 Judge Fran Jamieson Way
Viera, Fl. 32940
Tel (321) 617-7315 Fax (321) 633-2083**

Objections must be received prior to the public hearing.

Signature

Print Name

Telephone

CERTIFICATE OF NOTIFICATION

This is to certify that I have notified all property owners (regular mail) within five hundred (500) feet of the property sought to be vacated advising said property owners that I seek to have Brevard County vacate the subject property and renounce any rights in same.

Signature

Print Name

Date of Notification

After sending out the Notification of Property Owners forms please submit this form as certification of mailings, along with a copy of the notification package and a list of the property owners notified.

Submit To:

Brevard County Transportation Engineering Department, Survey Section

Building A Suite 220, Attn; Cynthia Streeter

2725 Judge Fran Jamieson Way

Viera, Fl. 32940

Tel (321) 617-7315 Fax (321) 633-2083

AUTHORIZATION TO ACT AS AGENT AFFIDAVIT

I, _____, hereby authorize _____, to act as agent on my behalf before the Brevard County Board of County Commissioners pertaining to the request to vacate/abandon certain rights-of-way and/or easements, etc. in Brevard County, Florida.

Signature (Property Owner)

STATE OF _____
COUNTY OF _____

I hereby certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgements, _____, who executed the forgoing Oath and acknowledged before me that he/she executed the same for the purposes(s) therein expressed, and who is personally known to me or who has produced _____ as Identification

Witness my hand and official seal this the _____day of _____,A.D., 200__.

Notary Public

Print Name

Commission Expires: