



Hillsborough
County Florida

VACATING PETITION INFORMATION PACKET

Hillsborough County Real Estate and Facilities Services
County Center
601 East Kennedy Boulevard – 23rd Floor
Tampa, Florida 33602
Telephone: (813) 272-5810 | Fax: (813) 272-5597

OVERVIEW

This instruction packet has been prepared as a guide to assist you in submitting your vacating application. A Petition to Vacate must be submitted to Hillsborough County Real Estate and Facilities Services along with other required documentation as specified below. Prior to filing a petition to vacate a public interest in land, please read these procedures in their entirety to ensure accurate completion. Petitions to vacate will be considered by the Board of County Commissioners (BOCC) at a public hearing held at a monthly Land Use Meeting. All vacating petitions approved by the BOCC shall be evidenced by an officially adopted resolution recorded in the public records of the County.

**** INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED ****

I. GENERAL REQUIREMENTS

- The petition shall contain the notarized signatures of the petitioning parties based on the type of property interest petitioned to be vacated;
- If the petitioner(s) is a corporation, corporate documentation reflecting the petitioner is a corporate body in good standing with its respective state of incorporation must be provided as well as documentation reflecting that the signor is authorized to act on behalf of the entity (*Corporate petitioners only*);
- The petition shall contain an accurate legal description and description sketch of the area to be vacated and identify the public interest requested to be vacated (*See Vacating Petition Checklist for legal descriptions and sketches, attached*);
- The petition shall clearly identify a viable reason for the vacation request;
- The petition shall contain a current Ownership and Encumbrance Report prepared by a title company (issued within 60 days) for:
 - the property which is the subject of the vacating; **or**,
 - the property which abuts right-of-way which is the subject of the vacating;
- It is the responsibility of the petitioner(s) to notice any mortgage holder(s) on any property affected by the vacating petition. Upon acceptance of the petition by the County, the petitioner(s) will send a Notice of Intent to all mortgage holders that a petition to vacate has been filed with Hillsborough County. Notices must be sent within seven (7) business days of acceptance of the petition by the County via the Certificate of Mailing process, with the Certificate of Mailing provided as proof of mailing. (*See sample notice letter, attached*);
 - The Notice of Intent to vacate must be accompanied by a copy of the legal description and description sketch of the area proposed to be vacated.

- The USPS stamped list and the notice must then be returned to our office no later than seven (7) business days following mailing.
- Any Certificate of Mailing process requested throughout this information packet requires you to present your mailing list to the United States Postal Service (USPS). The USPS will compare the envelopes to the list, then place an official stamp on the list which authenticates the mailing.
- If the area sought to be vacated is controlled by an entity other than the public, such as an Association or Community Development District, the controlling entity must either join in the petition, or appropriate documentation must be provided stating that the entity has no objection to the proposed vacating.
- Hillsborough County reserves the right to request any additional information as may be necessary to facilitate the processing of the subject petition, including, but not limited to, surveys, maps, photos, etc.
- Submittal Requirement Checklists for each type of vacating request are attached to aid petitioners in filing a complete petition. The sections below address the requirements for each specific type of vacating petition.

II. **VACATION OF RIGHT OF WAY:**

If your petition is to vacate Right of Way, please ensure the following items are included **in addition to** the above stated general requirements:

- The notarized signatures of all abutting owner(s);
 - If the petition is not signed by an abutting owner(s), please explain in your submittal package why that abutting owner did not sign.
- The Ownership and Encumbrance Report must reflect all lands abutting the right-of-way;
- A legal description and description sketch providing an accurate depiction of the existing right-of-way and the area to be vacated;
- A current list, including the owner(s) name, mailing address and the folio number of all surrounding property owner(s) within 150-feet of the right-of-way petitioned to be vacated, see sample Notice List and Certificate of Mailing, as identified on the Hillsborough County Property Appraiser's site; and
- The package must include proof that all real property taxes have been paid for all abutting property.
- If a right of way petitioned to be vacated contains existing County improvements (pavement, curbs, sidewalks, storm drains, etc.) the following BOCC policy (#08.01.03.00) shall apply:
 - *The Board of County Commissioners approves and authorizes a fee for the reimbursement of improvements made by the County within any right of way(s) being vacated. The fee shall be the fair current value of the improvements and shall be computed based on the cost and condition of the improvements, depreciation and other relevant factors. A copy of the detailed calculations will be given to the potential petitioner(s) prior to their filing a vacation petition within the Real Estate & Facilities Services Department. The statement provided must be attached to the petition once filed with the Real Estate & Facilities Services Department.*
- Upon acceptance of the petition by the County, the petitioner(s) will send a Notice of Intent to all mortgage holders and surrounding property owner(s) within 150-feet of the right-of-way, that a petition to vacate has been filed with Hillsborough County. Notices must be sent within seven (7) business days of acceptance of the petition by the County via the Certificate of Mailing process, with the Certificate of Mailing provided as proof of mailing. (See sample notice of intent to vacate, attached);
 - The Notice of Intent to vacate right-of-way must be accompanied by a copy of the legal description and description sketch of the right-of-way proposed to be vacated.

- The USPS stamped list and the notice must then be returned to our office no later than seven (7) business days following mailing.
- Upon establishment of the date and time of the public hearing before the BOCC, the petitioner(s) must notice all abutting and surrounding property owner(s) as defined herein, of the public hearing date. Notices must be sent via the Certificate of Mailing process, with the Certificate of Mailing provided as proof of mailing. (See *sample Notice of Public Hearing to vacate letter and Certificate of Mailing, attached*).
 - The USPS stamped list and the notice must then be returned to our office no later than 21 calendar days prior to hearing.

III. VACATION OF EASEMENT

If your petition is to vacate an Easement, please ensure the following items are included **in addition to** the above stated general requirements:

- The notarized signatures of the owner(s) of lands encumbered by any public easement;
- The Ownership and Encumbrance Report must reflect the lands encumbered by a public easement;
- A legal description and description sketch providing an accurate depiction of the existence of the easement and the portion to be vacated; and
- The package must include proof that all real property taxes have been paid for the subject property.

IV. VACATION OF PLATTED SUBDIVISION OR PORTION THEREOF:

If your petition is to vacate a Platted Subdivision, please ensure the following items are included **in addition to** the above stated general requirements:

- The notarized signatures of the owner(s) of lands comprising a subdivision plat or any portion thereof;
- The Ownership and Encumbrance Report must reflect all lands included in the plat, or portion thereof, to be vacated;
- A legal description and description sketch providing an accurate depiction of the existence of the plat and the portion to be vacated; and
- The package must include proof that all real property taxes have been paid for all property included in the plat, or portion thereof, to be vacated.
- If a plat, or portion thereof, petitioned to be vacated contains existing County improvements (pavement, curbs, sidewalks, storm drains, etc.) the following BOCC policy (#08.01.03.00) shall apply:
 - *The Board of County Commissioners approves and authorizes a fee for the reimbursement of improvements made by the County within any right of way(s) being vacated. The fee shall be the fair current value of the improvements and shall be computed based on the cost and condition of the improvements, depreciation and other relevant factors. A copy of the detailed calculations will be given to the potential petitioner(s) prior to their filing a vacation petition within the Real Estate & Facilities Services Department. The statement provided must be attached to the petition once filed with the Real Estate & Facilities Services Department.*
- Upon acceptance of the petition by the County, the petitioner will send a Notice of Intent to all mortgage holder(s) and surrounding property owner(s) within 150-feet of the plat, or portion thereof, that a petition to vacate has been filed with Hillsborough County. Notices must be sent within seven (7) business days of acceptance of the petition by the County via the Certificate of Mailing process, with the Certificate of Mailing provided as proof of mailing. (See *sample notice of intent to vacate, attached*);

- The Notice of Intent to vacate plat, or any portion thereof, must be accompanied by a copy of the legal description and description sketch of the plat or portion thereof proposed to be vacated.
- The USPS stamped list and the notice must then be returned to our office no later than seven (7) business days following mailing.
- Upon establishment of the date and time of the public hearing before the BOCC, the petitioner(s) must notice all surrounding property owner(s), as defined herein, of the public hearing date. Notices must be sent via the Certificate of Mailing process, with the Certificate of Mailing provided as proof of mailing (*See sample Notice of Public Hearing to vacate letter and Certificate of Mailing, attached*).
 - The USPS stamped list and the notice must then be returned to our office no later than 21 calendar days prior to hearing.

V. ADDITIONAL INFORMATION:

- All petitions are circulated to internal and external reviewing agencies for review and comment. Petitioner will be notified of any reviewer objection or conditions placed upon the vacating request. It is the Petitioner's responsibility to address and/or resolve all objections prior to scheduling a public hearing.
- All fees are nonrefundable and shall be tendered by check or credit card.
 - Checks are made payable to the Board of County Commissioners (BOCC)
 - Credit Card payments are taken by completing a Authorization for Payment by Credit Card form (*See attached*)
 - The total fee to process a vacating petition is \$419.00.
 - Initial filing fee of \$169.00;
 - Remaining balance of \$250.00 due prior to scheduling of public hearing
- Should you have questions about these requirements, please call the Vacating Program Coordinator, Real Estate and Facilities Services Department, at (813) 272-5810.



**Hillsborough
County Florida**

ATTACHMENTS TO PETITION TO VACATE

Hillsborough County Real Estate and Facilities Services
County Center
601 East Kennedy Boulevard – 23rd Floor
Tampa, Florida 33602
Telephone: (813) 272-5810 | Fax: (813) 272-5597

1. Petition to Vacate
2. Right of Way Checklist
3. Easement Checklist
4. Subdivision Plat Checklist
5. Checklist for Legal Description and Description Sketch
6. Sample Notice List and Certificate of Mailing
7. Sample Notice of Intent to Vacate
8. Sample Notice of Public Hearing
9. Authorization for payment by Credit Card



Hillsborough
County Florida

PETITION TO VACATE

Hillsborough County Real Estate and Facilities Services
County Center
601 East Kennedy Boulevard – 23rd Floor
Tampa, Florida 33602
Telephone: (813) 272-5810 | Fax: (813) 272-5597

Right-of-Way

Easement

Subdivision Plat

APPLICANT'S INFORMATION

Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number(s): _____

Email address: _____

For multiple applicants, attach additional signature sheet for each additional applicant

The above named petitioner(s) hereby petition(s) the Honorable Board of County Commissioners of Hillsborough County to adopt a resolution vacating, abandoning, renouncing, and disclaiming any right or interest of Hillsborough County and the public in and to the following described right(s)-of-way, easement(s), or subdivision plat or portion thereof (*provide or attach legal description of area or property interest to be vacated*):

Located in Section _____, Township _____, Range _____, Folio # _____

PLEASE COMPLETE IF APPLICABLE

The above named Petitioner(s) hereby authorizes as the following to act as agent on my/our behalf:

Name(s): _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number(s): _____

Reason for Vacating:

For ROW Vacating Petitions Only

If any adjacent property owners have not signed the petition, please explain why an adjacent property owner has not signed.

If the petition seeks to clear an encroachment into an easement or right-of-way, please state construction date of the encroachment:

Please review and initial:

1. _____ The Petitioner(s) attaches a check for the initial filing fee in the amount of \$169.00 made payable to the Board of County Commissioners of Hillsborough County, Florida, to cover the administrative costs of processing the petition prior to the scheduling of a public hearing. Petitioner acknowledges and agrees that the initial filing fee is non-refundable in whole or in part.
2. _____ The petitioner(s) hereby waive(s), renounce(s), absolve(s), relinquish(s) and discharge(s) Hillsborough County from any claims or damages of any nature and kind whatsoever that such petitioner(s) may have or claim or demand, now or in the future, by reason of the vacating, closing, discontinuing and abandoning of said right(s)-of-way, easement(s), or subdivision plat.
3. _____ The petitioner(s) acknowledges and agrees that, in the event a favorable recommendation of approval of this petition is supported by the staff of the Hillsborough County Real Estate and Facilities Services Department, the petitioner(s) will pay the additional filing fee of \$250.00 made payable to the Board of County Commissioners of Hillsborough County, Florida, to defray the costs required to proceed to public hearing. Petitioner further acknowledges and agrees the additional filing fee is non-refundable in whole or in part.
4. _____ The petitioner(s) hereby acknowledges and agrees that all terms and conditions of the Vacating Resolution, if approved and adopted by the Board of County Commissioners, shall be strictly complied with by the petitioner(s).

5. _____ The petitioner(s) hereby acknowledges and agrees they have read and understand all applicable steps listed within the VACATING PETITION INFORMATION PACKET received by petitioner prior to submittal of this PETITION TO VACATE.

6. _____ The petitioner(s) hereby acknowledges and agrees that **HILLSBOROUGH COUNTY MAKES NO STATEMENT, OPINION OR WARRANTY AS TO THE TITLE OF VACATED PUBLIC PROPERTY INTERESTS BY VIRTUE OF ANY VACATING ACTION BY ITS BOARD OF COUNTY COMMISSIONERS. PETITIONERS SHOULD VERIFY WITH A TITLE COMPANY WHO ACQUIRES TITLE TO THE SAME.**

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

The Petitioner(s) herein named hereby waive, renounce, relinquish, absolve, and discharge Hillsborough County from any claims for damages of any nature and kind whatsoever that such petitioner or petitioners may have or claim or demand, now on in the future, by reason of the vacating, closing, discontinuing and abandoning of public right(s)-of-way, easement(s) or plat, or any part or portion thereof; and shall indemnify and hold harmless Hillsborough County from any claims, damages, expenses and costs that result from damage to or destruction of any improvement, structure or property located within the portion of right(s)-of-way, easement(s) or subdivision plat being vacated herein as a result of the exercise by Hillsborough County of its rights within any remaining public right(s)-of-way, easement(s), or subdivision plat not vacated.

PETITIONERS' SIGNATURES

MAILING ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

STATE OF _____

COUNTY OF _____

The following instrument was acknowledged before me this ____ day of _____, 20____, by

who is/are personally known to me or who has produced _____ as identification.

NOTARY PUBLIC:

Signature: _____

(SEAL)

Printed Name: _____

Title or Rank: _____

Serial / Commission Number: _____

My Commission Expires: _____



PETITION TO VACATE
RIGHT-OF-WAY CHECKLIST

Hillsborough County Real Estate and Facilities Services
County Center
601 East Kennedy Boulevard – 23rd Floor
Tampa, Florida 33602
Telephone: (813) 272-5810 | Fax: (813) 272-5597

The below items are required at the initial submission and allow the filed petition to be processed and circulated for review and comment by appropriate reviewing agencies and/or utility providers as to the feasibility of the vacating request from a public use and future need perspective:

1. Completed Petition to Vacate signed and notarized by all owners abutting the right-of-way requested to be vacated, and authorizing an agent representative if desired.
2. A current Ownership and Encumbrance Report (within the previous 60 days) from a title company including the owner(s) of each parcel which abuts the right-of-way requested to be vacated and listing all encumbrances and taxes.
3. A current list, including the owner(s) name, mailing address and the folio number of all surrounding property owner(s) within 150-feet of the right-of-way petitioned to be vacated, as identified on the Hillsborough County Property Appraiser's site.
4. An accurate legal description and description sketch depicting the right-of-way requested to be vacated and its relation to the abutting and surrounding property owner(s).
5. Copy of proposed Notice of Intent letter, including legal description and description sketch, to be sent to mortgage holder(s) and each surrounding owner within 150-feet of the right-of-way requested to be vacated. Notices must be sent within seven (7) business days of acceptance of the petition by the County via the Certificate of Mailing process. The USPS stamped list and copies of the notice must then be returned to our office no later than 7 business days following the mailing. (See sample Notice of Intent and Certificate of Mailing)
6. Estimate of improvement reimbursement **IF** the right-of-way requested to be vacated contains improvements by Hillsborough County, as required by BOCC policy #08.01.03.00. (See *Petition instructions*).
7. Submittal items satisfying conditions set forth by Florida Statute **IF** this petition is to privatize the streets within a residential subdivision.
8. Corporate documentation reflecting the petitioner is a corporate body in good standing with its respective state of incorporation and documentation reflecting that the signor is authorized to act on behalf of the entity. (*Corporate petitioners only*).
9. An initial, non-refundable processing and review fee of \$169.00 (of the total \$419.00 fee) in the form of either a check made payable to the Board of County Commissioners or by completing a credit card authorization form.

Prior to scheduling a public hearing before the Board of County Commissioners, the following additional item will be required:

10. The remaining \$250.00 (of the total \$419.00 fee) to defray the public hearing notice and recording costs, in the form of either a check made payable to the Board of County Commissioners or by completing a credit card authorization form.

Upon the establishment of a public hearing date before the Board of County Commissioners, the following additional item will be required:

11. Copy of Notice of Public Hearing letter sent to all surrounding property owner(s) within 150-feet of the right-of-way requested to be vacated, advising of the public hearing date, time and location, along with a Certificate of Mailing provided from the United States Postal Service attesting to the mailed service. Copies of the notice and USPS stamped list must be returned to our office no later than 21 days prior to hearing. (See *sample Notice of Public Hearing letter*).



**Hillsborough
County Florida**

PETITION TO VACATE EASEMENT CHECKLIST

Hillsborough County Real Estate and Facilities Services
County Center
601 East Kennedy Boulevard – 23rd Floor
Tampa, Florida 33602
Telephone: (813) 272-5810 | Fax: (813) 272-5597

The below items are required at the initial submission and allow the filed petition to be processed and circulated for review and comment by appropriate reviewing agencies and/or utility providers as to the feasibility of the vacating request from a public use and future need perspective:

1. Completed Petition to Vacate signed and notarized by all owners of land encumbered by the easement requested to be vacated, and authorizing an agent representative if desired.
2. A current Ownership and Encumbrance Report (within the previous 60 days) from a title company including the owner(s) of each parcel encumbered by the public easement requested to be vacated, and listing all encumbrances and taxes.
3. An accurate legal description and description sketch depicting the easement requested to be vacated and its relation to the underlying, encumbered property.
4. Copy of proposed Notice of Intent letter, including legal description and description sketch, to be sent to mortgage holder(s). Notices must be sent within seven (7) business days of acceptance of the petition by the County via the Certificate of Mailing process. The USPS stamped list and copies of the notice must then be returned to our office no later than 7 business days following the mailing. (See sample Notice of Intent and Certificate of Mailing)
5. Corporate documentation reflecting the petitioner is a corporate body in good standing with its respective state of incorporation and documentation reflecting that the signor is authorized to act on behalf of the entity. (*Corporate petitioners only*).
6. An initial, non-refundable processing and review fee of \$169.00 (of the total \$419.00 fee) in the form of either a check made payable to the Board of County Commissioners or by completing a credit card authorization form.

Prior to scheduling a public hearing before the Board of County Commissioners, the following additional item will be required:

7. The remaining \$250.00 (of the total \$419.00 fee) to defray the public hearing notice and recording costs, in the form of either a check made payable to the Board of County Commissioners or by completing a credit card authorization form.



**Hillsborough
County Florida**

PETITION TO VACATE SUBDIVISION PLAT (OR PORTION THEREOF) CHECKLIST

Hillsborough County Real Estate and Facilities Services
County Center
601 East Kennedy Boulevard – 23rd Floor
Tampa, Florida 33602
Telephone: (813) 272-5810 | Fax: (813) 272-5597

The below items are required at the initial submission and allow the filed petition to be processed and circulated for review and comment by appropriate reviewing agencies and/or utility providers as to the feasibility of the vacating request from a public use and future need perspective:

1. Completed Petition to Vacate signed and notarized by all owners of land in the subdivision plat (or portion thereof) requested to be vacated, and authorizing an agent representative if desired.
2. A current Ownership and Encumbrance Report (within the previous 60 days) from a title company including the owner(s) of each parcel within the affected subdivision plat (or portion thereof) requested to be vacated and listing all encumbrances and taxes.
3. An accurate legal description and description sketch depicting the subdivision plat (or portion thereof) requested to be vacated and its relation to the surrounding property owner(s).
4. Proof of publication from a newspaper of general circulation evidencing notice of petitioner's intention to vacate a subdivision plat (or portion thereof), in no less than two weekly issues. Petitioners are responsible for all costs associated with the Notice of Intent publication. (*See Petition instructions; sample Notice of Intent to Vacate Subdivision advertisement*).
5. Copy of proposed Notice of Intent letter, including legal description and description sketch, to be sent to mortgage holder(s) and each surrounding owner within 150-feet of the plat requested to be vacated. Notices must be sent within seven (7) business days of acceptance of the petition by the County via the Certificate of Mailing process. The USPS stamped list and copies of the notice must then be returned to our office no later than 7 business days following the mailing. (*See sample Notice of Intent and Certificate of Mailing*).
6. Corporate documentation reflecting the petitioner is a corporate body in good standing with its respective state of incorporation and documentation reflecting that the signor is authorized to act on behalf of the entity. (*Corporate petitioners only*).
7. An initial, non-refundable processing and review fee of \$169.00 (of the total \$419.00 fee) in the form of either a check made payable to the Board of County Commissioners or by completing a credit card authorization form.
8. Should the subdivision plat (or portion thereof) requested to be vacated also contain right(s)-of-way and/or easement(s), the right-of-way and/or easement submittal process as detailed on the respective checklist(s) shall also apply. A request to vacate more than one type of property interest can be accommodated in one petition.

Prior to scheduling a public hearing before the Board of County Commissioners, the following additional item will be required:

9. The remaining \$250.00 (of the total \$419.00 fee) to defray the public hearing notice and recording costs, in the form of either a check made payable to the Board of County Commissioners or by completing a credit card authorization form.

Upon the establishment of a public hearing date before the Board of County Commissioners, the following additional item will be required:

10. Copy of Notice of Public Hearing letter sent to all surrounding property owner(s) within 150-feet of the plat requested to be vacated, advising of the public hearing date, time and location, along with a Certificate of Mailing provided from the United States Postal Service attesting to the mailed service. Copies of the notice and USPS stamped list must be returned to our office no later than 21 days prior to hearing. (*See sample Notice of Public Hearing letter*).

Vacating Petition Checklist for legal descriptions and sketches

The final signed and sealed sketch and legal description should be submitted on 8 1/2" x 11" paper, and contain the following information.

- Access to parcel.
- Company name, LB number and name a license number of the professional surveyor and mapper.
- All parcels of land and adjacent land should be numbered and identified with a Hillsborough County Property Appraiser folio number.
- A statement that “This is not a Survey.”
- The initial point (point of commencement) and the point of beginning should be clearly labeled on the sketch.
- Specific identification of Section, Township, Range (and subdivision name with recording information, when applicable) showing a specific identification of Hillsborough County, Florida.
- Bearings and dimensions on all courses.
- Basis of bearings.
- Street names labeled.
- North arrow and scale designated.
- Date prepared and date signed.
- The legal description must be labeled as such and be included in square feet (if area is less than 1 acre) and acres (on large tracts). Larger areas should be shown in areas to two (2) decimal places.

Sample Notice List and Certificate of Mailing

Abutting/Surrounding Owners within 150-feet

	Folio	Name	Mailing Address	City	State	Zip
1.	012345-0000	John Smith	1234 Main Street	Tampa	FL	33602
2.	012346-0000	Jane Doe	1235 Main Street	Tampa	FL	33602
3.	012347-0000	Jennifer Johnson	1236 Main Street	Tampa	FL	33602

Mortgagees

	Mortgagee	Mailing Address	City	State	Zip
1.	Financial Corporation	2234 Main Street	Tampa	FL	33602
2.	Lending Company	2235 Main Street	Tampa	FL	33602
3.	Tampa Banking, Inc.	2236 Main Street	Tampa	FL	33602

Certificate of Mailing

John Smith
1234 Main Street
Tampa, FL 33602

Jane Doe
1235 Main Street
Tampa, FL 33602

Jennifer Johnson
1236 Main Street
Tampa, FL 33602

Financial Corp.
2234 Main Street
Tampa, FL 33602

Lending Company
2235 Main Street
Tampa, FL 33602

Tampa Banking, Inc.
2236 Main Street
Tampa, FL 33602



U.S. POSTAGE
PAID
RIVERVIEW, FL
33609
NOV 09 16
AMOUNT
\$2.16
R2304M113417-14

**SAMPLE LETTER
NOTICE OF INTENT TO VACATE _____**

INSTRUCTIONS: (1) FILL IN SHADED AREAS WITH APPROPRIATE INFORMATION; (2) REMOVE SHADING; (3) DELETE THIS HEADER; AND (4) PRINT AND MAIL ABUTTING AND/OR SURROUNDING PROPERTY OWNERS, AND MORTGAGE HOLDERS, ALONG WITH A COPY OF THE LEGAL DESCRIPTION AND SKETCH OF THE SUBJECT PROPERTY AND ANY ATTACHMENTS.

[DATE]

SUBJECT: NOTICE OF INTENT TO FILE PETITION TO VACATE _____ – [Type of vacating and general description of subject property]

Dear interested party:

This letter is to inform you that a Petition to Vacate is going to be filed with the Hillsborough County Real Estate and Facilities Services Department by [PETITIONER(S) OR AGENT'S NAME], requesting to vacate the property described and depicted on the attached sheet(s). The purpose for this request is [REASON FOR VACATING]

Should you have an objection to this proposed vacating petition, your written objection should be sent to the following address within thirty (30) calendar days from the date of this letter:

Senior Real Property Specialist – Vacating
Hillsborough County Real Estate and Facilities Services Department
601 E Kennedy Boulevard, 23rd Floor
Tampa, Florida 33602

Sincerely,

[PETITIONER(S) OR AGENT'S NAME]
[PETITIONER(S) OR AGENT'S FULL MAILING ADDRESS]
[PETITIONER(S) OR AGENT'S CITY, STATE, ZIP CODE]
[PETITIONER(S) OR AGENT'S PHONE NUMBER]

**SAMPLE LETTER
NOTICE OF PUBLIC HEARING TO VACATE**

INSTRUCTIONS: (1) FILL IN SHADED AREAS WITH APPROPRIATE INFORMATION; (2) REMOVE SHADING; (3) DELETE THIS HEADER; AND (4) PRINT AND MAIL TO ABUTTING AND/OR SURROUNDING PROPERTY OWNERS, ALONG WITH A COPY OF THE LEGAL DESCRIPTION AND SKETCH OF THE PROPERTY PROPOSED TO BE VACATED AND ANY ATTACHMENTS.

[DATE]

SUBJECT: PUBLIC HEARING ON VACATING PETITION # [PETITIONER NUMBER PROVIDED TO YOU BY STAFF]

Dear interested party:

This letter is to inform you that a Public Hearing date has been established on [DAY, DATE, YEAR OF PUBLIC HEARING PROVIDED TO YOU BY STAFF], to consider the above-referenced Petition to Vacate. The purpose of this request is [REASON FOR VACATING]

The Public Hearing is to be held during the Board of County Commissioners' Land Use Meeting on said date. The hearing will be held on the 2nd floor of the County Center, 601 East Kennedy Boulevard, Tampa, Florida, starting at 9:00 a.m.

It is advisable that anyone who has filed an objection to the subject vacating be in attendance at the Public Hearing to voice their objection before the Board.

Should you have any questions or comments about this letter, please contact the Vacating Program Coordinator:

Senior Real Estate Specialist – Vacating
Hillsborough County Real Estate and Facilities Services Department
601 E Kennedy Boulevard, 23rd Floor
Tampa, Florida 33602
(813) 272-5810

Sincerely,

[PETITIONER(S) OR AGENT'S NAME]
[PETITIONER(S) OR AGENT'S FULL MAILING ADDRESS]
[PETITIONER(S) OR AGENT'S CITY, STATE, ZIP CODE]
[PETITIONER(S) OR AGENT'S PHONE NUMBER]

Print



Hillsborough
County Florida

Reset Form

Authorization for Payment by Credit Card

The Center for Development Services, Building & Construction Services

OFFICE USE ONLY	RWP #	Total \$
Vacate ID:	Rtn to: Real Estate and Facilities Svcs	Fee \$

Permits

Complete the following:

Job Site Address _____

City _____, Florida Zip Code _____

Type of payment: VISA MasterCard Discover American Express

Card number _____ Expiration date _____

V Code _____ (Last three digits on the back of the card)

Name (print or type) _____
Name as it appears on the credit card

Card billing address _____
Address used by credit card company to mail billing statements

City _____ State _____ Zip _____

Cardholder signature _____

All information, including zip code, must be completed or your request will not be processed.
A completed form and signature authorizes Hillsborough County staff to charge fees and/or payments for services or permits as applicable to the cardholder's credit card.

**FOR YOUR CREDIT CARD SECURITY,
PLEASE FAX YOUR CREDIT CARD INFORMATION
TO THE FOLLOWING NUMBERS ONLY**

Fax Numbers

County Center (813) 274-6721

South County (813) 641-6913