

APPLICATION FOR RIGHT-OF-WAY OR PLAT VACATION

CITY OF BARTOW
Post Office Box 1069
Bartow, Florida 33831

This application provides an applicant with a list of required information for use in preparing a request to vacate right-of-way or a recorded plat in the City of Bartow. **The request must be submitted as an original form.** Additional applications may be obtained by mail or picked up at City Hall. Reproductions of this application will be accepted provided that it is clear and legible.

Please **PRINT** unless otherwise specified: Project Name* _____

Applicant's Name: _____ Owner's Name: _____

Street Address: _____ Street Address: _____

City, State, & Zip: _____ City, State, & Zip: _____

Telephone #: _____ Telephone #: _____

Email Address: _____ Email Address: _____

(Indicate name of company, group, or organization represented.)*

The following information is required in an acceptable form so as to accompany request.

- (1) Completed application form with all necessary attachments.
- (2) An application review fee of \$500.00. The cost of public notice requirements will be billed to the applicant upon receipt of billing statement from newspaper publisher. (*Fee Subject to Change)
- (3) Five (5) copies of a certified survey showing the right-of-way/plat to be vacated and all contiguous property. A Polk County Property Appraiser Tax Map may be substituted for the certified survey.

Applicant states that she/he has read and understands the instructions on this application and the information contained in Article 7.06.08 - Vacating of Plats and Replats of the City's Unified Land Development Code. **Any false information or misrepresentation made on this application may be grounds for revocation of any approval granted by the City of Bartow.** Approval granted by the City in no way constitutes a waiver from any other applicable Local, State, or Federal regulations.

Applicant's Signature: _____ Date: _____

INSTRUCTIONS TO APPLICANT

1. Abutting property owners will be notified by certified mail of any vacation request. (*“abutting property” is any property located within 150 feet of the boundary of the property being vacated*)
2. An applicant or representative must be present at all required meetings. The reviewing body, at its discretion, may defer action, or take decisive action on any application. If you are not present, the Commission may deny the request.
3. Applications must be consistent with the City of Bartow’s Unified Land Development Code and Comprehensive Plan.
4. Approval of any application may subject the property to restrictions greater than the minimums set forth in the City’s Unified Land Development Code.
5. If the applicant is not the owner-of-record of the property, the owner must agree to this application either by signing the application form, or by submitting a notarized letter authorizing the applicant to act as an agent.

OFFICE USE ONLY

Receipt # _____ Location _____

Comprehensive Plan FLUM Designation _____ Zoning Classification _____

Property Appraiser Identification Number _____ - _____ - _____

City Commission District Number _____

Coordinates _____

Planning and Zoning Commission Agenda Item # _____ Date _____

City Commission First Reading _____ Date _____

City Commission Second Reading/Public Hearing _____ Date _____