

VACATION OF PLAT CHECKLIST

Please complete the checklist below and submit it with the application. Staff will use this to check for completion of application requirements.

<u>Applicant</u>	<u>Staff</u>	<u>N/A</u>	<u>Item</u>
<input type="checkbox"/>	<input type="checkbox"/>		Application Complete, Correct, & Notarized
<input type="checkbox"/>	<input type="checkbox"/>		Application Fee Paid in Full (Non-Refundable)
<input type="checkbox"/>	<input type="checkbox"/>		Tax Certifications
<input type="checkbox"/>	<input type="checkbox"/>		Copy of Recorded Plat
<input type="checkbox"/>	<input type="checkbox"/>		Recorded Deed(s)
<input type="checkbox"/>	<input type="checkbox"/>		Legal Description(s)
<input type="checkbox"/>	<input type="checkbox"/>		Parcel Map (Full Section)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agent Designation and Agent Oath Forms

**PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES**

2509 Crill Avenue, Suite 300
Palatka, FL 32177
Fax: 386-329-1213
Email: pzb@putnam-fl.gov



Planning & Zoning: (386) 329-0491
Building: (386) 329-0307
Code Enforcement: (386)-329-0317
Website: www.putnam-fl.gov

VACATION OF PLAT APPLICATION (OWNER INITIATED)

1. Name of Property Owner(s): _____
2. Mailing Address(es): (street) _____
(city) _____ (state) _____ (zip) _____
3. Phone Number(s): _____
4. Email: _____
5. Subdivision Name: _____
6. Subdivision ID Number: _____
7. Official Record Book and Date: _____
8. Parcel ID Number(s): _____
9. 911 Address(es): (street) _____
(city) _____ (state) _____ (zip) _____
10. Total Acreage of the Subdivision to be Vacated: _____ (+/-) acres
11. Total Acreage of the Road Right-Of-Ways to be Vacated: _____ (+/-) acres
12. Zoning Designation: _____ Future Land Use Designation: _____
13. Current Property Use(s): _____
10. Purpose of Vacating the Plat: _____

11. Prior Zoning Actions on this Property (include case number): _____

14. Date of Required Pre-Application Meeting with Staff: _____

NOTICE: Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit under the conditions described in paragraph 5 on page 7 of the application packet. If you desire to be present during the site visit, contact the Department to schedule the site visit. Denial or refusal to grant such access shall be grounds rejecting the application.

Your signature below represents your agreement to pay any fees incurred for third party experts or consultants necessary to review and analyze technical submittals provided by the applicant, including but not limited to environmental assessments, housing studies, traffic studies and other level of service analyses.

YOUR SIGNATURE BELOW AFFIRMS THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS APPLICATION IN ITS ENTIRETY.

15. Signature(s) of Property Owner(s):

(sign)

(sign)

(print)

(print)

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,
this ____ day of _____ 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

(Print, Type, or Stamp Commissioned Name of Notary)

Signature of Notary Public

NOTE: In the event that a resubmittal is requested, a signed resubmittal acknowledgement must be submitted within 30 days of said request. If the acknowledgment is not received within this timeframe, the application will be closed, and a new application with the applicable fee will be required.

AGENT DESIGNATION FORM

The applicant(s) does (do) hereby appoint and designate: _____

as agent in fact for the owner(s) of parcel(s): _____

To present an application for Development Review for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to the Putnam County Development Review Committee, and to respond and furnish all information and data requested by said Committee.

Print name of property owner(s):

Signature(s) of property owner(s):

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this ____ day of _____ 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

*(Print, Type, or Stamp Commissioned
Name of Notary)*

Signature of Notary Public

AGENT OATH AND SIGNATURE

The undersigned _____, being duly appointed as agent in fact for the above named owner(s) of the property whereby said owners are seeking a rezoning and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Signature of Agent: _____

Mailing Address: _____

Phone Number: _____

Email: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this ____ day of _____ 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

*(Print, Type, or Stamp Commissioned
Name of Notary)*

Signature of Notary Public

THE VACATION OF PLAT APPLICATION AND REVIEW PROCESS

ELIGIBILITY

ARTICLE 12, DIVISION 8, SECTION 45-1045 of the Land Development Code

- a. Initiated by Property Owner: A plat may be vacated by the County upon a petition filed by the owner of the land covered by the plat, or portion of a plat, pursuant to the procedures and standards therefore in Section 177.101, Florida Statutes. The petition shall be submitted to the Department and the Department shall set the matter on the next available agenda of the Board of County Commissioners, allowing adequate notice pursuant to Article 12, Division 6 of this Code, and the final order vacating the plat, or portion thereof, shall be recorded in the official records for Putnam County.
- b. The County Commission shall hold a quasi-judicial hearing on the matter pursuant to the procedures set forth in Article 12, Division 7 of this land development code. The County Commission may issue a final order vacating the plat upon making the following determinations:
 1. Vacation of the plat is consistent with the Putnam County Comprehensive Plan.
 2. Vacation of the plat is in the public interest.
 3. There will be no substantial interference with vested private property rights.
- c. The final order vacating the plat, or portion thereof, shall be recorded in the official records for Putnam County.
- d. Effect. Every such order vacating a plat, or portion thereof, shall have the effect of:
 1. Vacating all streets and rights-of-way which have not become necessary for use by the traveling public, and of vacating all other dedications to the public. A right-of-way or dedication, or portion thereof that is not intended to be vacated shall be expressly excepted out of the vacation order.
 2. Returning the property to acreage.
 3. Requiring future development or land uses to comply with the Putnam County Comprehensive Plan and the most current land development regulations.

Please see Florida State Statute 177.101 - Vacation and annulment of plats subdividing land.

PROCESS

1. Call planning staff at (386) 329-0491 about your interest in a Vacation of Plat application, as well as to schedule your pre-application meeting.
2. Submit all required materials to the Planning & Zoning Division complete and correct.
3. The application will be given a case number and scheduled for a hearing with the Board of County Commissioners (BOCC).

Note: The current schedule for the BOCC is on the BOCC website.

4. Staff will notify:
 - a. All property owners within 300 feet of the subject parcel via US Mail.
 - b. Post advertisement in the local newspaper with the case number, purpose of the case, 911 address, and the hearing dates.
 - c. Post signs along the right-of-way of the subject parcel(s) as notice of the public hearings.
5. Staff will conduct at least one site visit to the parcel that is the subject of this application. Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit. Such site visits will be conducted during regular business hours (8:30 am to 5:00 pm Monday through Friday) between the date of submittal of a completed application and the date of the hearing. The express purposes of the site visit is to place signs noticing the hearing, verify information submitted with this application and complete an analysis of the proposed plat vacation for consistency with the Comprehensive Plan and compliance with County Ordinances.
6. **Note:** Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit. Denial or refusal to grant such access shall be grounds rejecting the application.
7. You will receive a copy of a staff report, prior to the BOCC public hearing, which analyzes the application for consistency with the applicable objectives and policies of the Putnam County Comprehensive Plan and County Ordinances.

Note: Once the application has been advertised for public hearing, if you withdraw the application or cause the hearing to be postponed, you are responsible for payment of the original application fee and any cost incurred by the County for additional public notices.
8. There will be one hearing before the BOCC to review any requested Vacation of Plat. The BOCC hearing is conducted in the following fashion:
 - a) The case number will be called for discussion.
 - b) Staff will present the staff report to the Board.
 - c) Those who are in favor will be given the opportunity to share their views and evidence. The applicant will be given the first opportunity to speak in favor of their application.
 - d) Those who are in opposition of the application are given the opportunity to speak.
 - e) The Board will close public comments and deliberate.
 - f) After deliberation, the Board will vote. If the BOCC denies the application, the applicant will be notified of their right to appeal.

REQUIREMENTS

COMPLETED APPLICATION: A complete, correct, signed and notarized application. All applications will be required to comply with all submittal requirements and where applicable and necessary additional submittal requirements as specified by the Planning & Development Services Executive Director or designee and Public Works Executive Director:

APPLICATION FEES – The Putnam County Board of County Commission establishes fees. See fee schedule. Fees are subject to change at any time by resolution of the Board of County Commissioners.

IN ADDITION TO THE APPLICATION FEE, YOU WILL BE RESPONSIBLE FOR PAYMENT OF ANY FEES INCURRED FOR THIRD PARTY EXPERTS OR CONSULTANTS NECESSARY TO

REVIEW AND ANALYZE TECHNICAL SUBMITTALS PROVIDED BY THE APPLICANT, INCLUDING BUT NOT LIMITED TO ENVIRONMENTAL ASSESSMENTS, HOUSING STUDIES, TRAFFIC STUDIES AND OTHER LEVEL OF SERVICE ANALYSES.

RECORDED DEED - A copy of the recorded deed to the property involved in the request must be provided.

LEGAL DESCRIPTION - A legal description of the area for the rezoning must be provided, if the area is different from the legal description in the deed to the property.

COPY OF RECORDED PLAT – A copy of the plat that is subject to the application. This may be obtained from the Recording Department.

TAX CERTIFICATION – A certification by the Tax Collector that states all taxes have been paid. (see 177.101 FS for additional information regarding cash bonds or partial payments).

PARCEL MAP – A Parcel map showing the full section of the plat that is to be vacated. This information can be obtained from the GIS Map on the Property Appraiser’s website.

AGENT DESIGNATION AND AGENT OATH FORMS – These forms are applicable if the applicant(s) chooses to designate an agent other than an applicant to represent them at the public hearings.