

Town Use Only
Application No: _____
Fee Paid: \$ _____
Receipt No: _____

**PORTION OF PLAT VACATION  
REVIEW APPLICATION  
TOWN OF SOUTHWEST RANCHES**

Complete this form in full. Type or clearly print the required information. Signatures must be notarized. Checks must be made payable to "Town of Southwest Ranches."

**Call The Mellgren Planning Group at (954) 475-3070 for an application submission appointment.**

DATE FILED: \_\_\_\_\_

PETITIONER / AGENT: \_\_\_\_\_

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

TELEPHONE NO: \_\_\_\_\_

APPLICANT (OWNER) \_\_\_\_\_

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

TELEPHONE NO: \_\_\_\_\_

SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_

PLAT NAME: \_\_\_\_\_

PLAT BOOK: \_\_\_\_\_ PAGE: \_\_\_\_\_

TYPE OF PUBLIC INTEREST TO BE VACATED (I.E. RIGHT OF WAY, EASEMENT, ETC.):

\_\_\_\_\_

LEGAL DESCRIPTION AND SURVEY OF AREA TO BE VACATED IS ATTACHED AND A PART OF THIS APPLICATION.

REASON FOR REQUEST (ATTACH ADDITIONAL PAGE IF NECESSARY) \_\_\_\_\_

\_\_\_\_\_

---



---

TOWN USE ONLY

DEVELOPMENT REVIEW:

TOWN COUNCIL:

\_\_\_\_\_  
OWNER'S NAME(S)

\_\_\_\_\_  
PETITIONER'S NAME

\_\_\_\_\_  
OWNER'S NAME(S)

\_\_\_\_\_  
OWNER'S SIGNATURE (ALL OWNERS MUST SIGN)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
OWNER'S SIGNATURE (ALL OWNERS MUST SIGN)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
PHONE

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced

\_\_\_\_\_  
as identification and who did take an oath.

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

My Commission Expires:

My Commission Expires:

Please note that an application for a rezoning or variance will be considered by the Town Council at a public hearing, and that Town Council may approve or deny the application at its discretion. *No fees will be refunded if the Town Council denies the rezoning or variance requested.* **By signing this agreement, you acknowledge that the Town operates on a strict cost-recovery basis; the total cost of this application will be based upon the time spent by staff on the overall process, including in-office meetings, phone calls, plan review, administration and inspections, if applicable. Any additional cost incurred by the Town in excess of the initial application fee has to be collected prior to approval.**

## Submission Requirements

- Base application fee payable to **THE TOWN OF SOUTHWEST RANCHES**. See fee schedule. Review is provided on a cost recovery basis. Applicant will be advised if additional amounts are owed due to additional review requirements or meetings.
- One original and nine copies of the completed application signed by all owners abutting the portion to be vacated. All signatures must be notarized.
- Two copies of the recorded plat at 24" by 36".
- Ten copies of the recorded plat reduced to 11" by 17" or similar size.
- One original signed and sealed precise sketch, and legal description of the property to be vacated, and nine copies of same. Original to be signed and sealed by a registered land surveyor. Legal description must include acreage and square footage of area to be vacated. Sketch to be 8.5" by 14".
- A location sketch of the area to be vacated. Sketch to be 8.5" by 14". Location sketch may be included on same page as precise sketch.
- A title opinion from any attorney or title certificate from a title company identifying all owners that abut the land being vacated.
- Ten copies of an aerial photograph, with the property to be vacated highlighted. (May be purchased from Broward County Engineering Division, Governmental Center, Room 321.)
- Waivers of objection to the proposed vacation by all utility companies authorized to operate in the area.
- A certificate from the Revenue Collection Division of Broward County showing that all real property taxes and liens have been paid or are current.

## ***UTILITY PROVIDER CONTACT LIST***

### **CITY OF SUNRISE (water):**

**Person:** Mark Lubelski

**Phone:** (954) 746-3270

**Fax:** (954) 746-3287

**Address:** 10770 W. Oakland Park Blvd., Sunrise, FL. 33351

### **BELL SOUTH:**

**Person:** George Quintero

**Phone:** (954) 476-2926

**Fax:** (954) 423-6533

**Address:** 8601 W. Sunrise Blvd., Plantation, FL. 33322

### **COMCAST:**

**Person:** Diane Amsler, Chris Perry

**Phone:** (954) 534-7370

**Fax:** (954) 534-7083

**Address:** 2601 SW 145<sup>th</sup> Avenue, Suite 100, Miramar, FL. 33027

### **FPL:**

**Person:** Derek Fahey

**Phone:** (954) 442-6358

**Fax:** (954) 442-6336

**Address:** 4000 Davie Road Extension, Hollywood, FL. 33024

### **TECO/People's Gas:**

**Person:** Tracy Yaledy

**Phone:** (954) 453-0817

**Fax:** (954) 453-0804

**Address:** 5101 NW 21<sup>st</sup> Avenue, Suite 460, Ft. Lauderdale, FL. 33309

**Person:** Angel Quant (Regional Operations Manager)

**Phone:** (305) 957-3857, 1-800-235-4427

**Fax:** (305) 944-3114

**Address:** 15779 W. Dixie Hwy., North Miami Beach, FL., 33162

To help locate utilities on the site:

U.N.C.L.E. 1-800-432-4770

[www.callsunshine.com](http://www.callsunshine.com)