

APPLICATION FOR RIGHT-OF-WAY ABANDONMENT REQUIREMENTS
Growth Management Department

Request for right-of-way abandonment shall be submitted on the appropriate form, along with any additional documents that are required for review. Each landowner whose property adjoins the portion of the right-of-way to be abandoned must submit a Petition and the required fee. Should any of the adjoining property owners not agree to the abandonment request, the other Petitioners may still request approval from the Town Commission. The review process for the abandonment request is as follows:

- 1) The completed application must be submitted at least **thirty (30) days** prior to a regularly scheduled Technical Review Committee (TRC) meeting to be considered at that meeting. The Staff may request the assistance of the Town engineering consultant and the Town attorney if needed. The TRC meetings are posted, public meetings. The applicant will be informed of the date and time of the TRC meeting.
- 2) The submittal shall be reviewed by the TRC and recommendations shall be made to the Town Commission. All TRC comments must be adequately addressed by the applicant.

Following are the requirements for notification of public hearing of the right-of-way abandonment request:

- 1) The Town shall send notice of the request to the owners of all adjoining properties within one hundred fifty (150) feet of the subject property at least two (2) weeks prior to the date of the Commission meeting.
- 2) During this time, the applicant shall post the property that is the subject of the vacation with signs, provided by the Town, notifying the public of the proposed abandonment, date of the public hearing and the department to contact for further information. The signs shall be spaced, at a minimum, along all public road frontages, with a minimum of one (1) sign per five hundred (500) feet along any one (1) frontage.
- 3) The Town shall have the notice of public hearing published in a newspaper of general circulation within the Town at least two (2) weeks prior to the hearing. Notice shall also be posted in a conspicuous location at the Town Hall.

The above requirements are intended to provide a general overview of the right-of-way abandonment application process. Right-of-way abandonment requirements are specified in Lady Lake Ordinance 94-08, Land Development Regulations, adopted August 15, 1994 and are available at Town Hall.

For further information, contact the Growth Management Department at 750-1512.

RIGHT-OF-WAY ABANDONMENT CHECKLIST

Alternate Key Number _____

PROPERTY OWNER: _____
LEGAL DESCRIPTION: _____

APPLICATION/ACCOMPANYING DOCUMENTS

DATE

_____ Received by Growth Management Dept. _____
 ___ Application _____
 ___ Survey of Property _____
 ___ Location Map _____
 ___ Proof of Ownership/ Warranty Deed _____
 ___ List of Property Owners within 150 Feet _____
_____ Submitted to the Town Clerk's Office _____
_____ Fees Paid in the Amount of \$ _____

SCHEDULED MEETING DATES

_____ Technical Review Committee _____
_____ Town Commission _____

UTILITY REVIEW FORMS

_____ Mailed _____

EASEMENT DOCUMENT (if applicable)

_____ Prepared/Signed _____
_____ Mailed to Clerk of the Court for Recording _____
_____ Recorded Copy Received _____

DEEDS (NEW)

_____ Recorded Copies Received _____

ACTIONS TAKEN

Technical Review Committee:

_____ Approved _____
_____ Approved with Conditions _____
_____ Disapproved _____

Commission:

_____ Approved _____
_____ Approved with Conditions _____
_____ Disapproved _____

**TOWN OF LADY LAKE
RIGHT-OF-WAY ABANDONMENT APPLICATION**

Alternate Key Number _____

I, _____, hereby petition the Town of Lady Lake to vacate
(Petitioner)

_____, described as:
(Name of Plat and/or Lot Numbers)

A portion of _____, located in _____
(Street Name) (Subdivision, Parcel or Tract)

starting at _____ and terminating at _____,

lying adjacent to (or in) Block _____, Lots _____, Section _____,

Township _____, Range _____, as recorded in Plat book _____,

Page _____, Public Records of Lake County, Florida.

The reason for this request is: _____

(This should include the intended use of the property)

I certify that the statements in this application are true to the best of my knowledge.

(Signature of Applicant)

(Address of Applicant)

PLEASE SUBMIT THE APPLICATION, ACCOMPANIED BY THE APPROPRIATE REVIEW FEES AND TWENTY-EIGHT (28) COPIES OF ALL APPLICABLE INFORMATION DOCUMENTATION AS REQUIRED BY THE LADY LAKE LAND DEVELOPMENT REGULATION, ADOPTED AUGUST 15, 1994 TO THE GROWTH MANAGEMENT DEPARTMENT. ADDITIONAL COPIES OF APPLICATION AND PLANS WILL BE REQUIRED PRIOR TO CONSIDERATION AT THE PLANNING AND ZONING BOARD AND TOWN COMMISSION MEETINGS.

Office Use:

Date Received: _____

Received by: _____

Fees Paid: _____