

**Plat Vacation Request Application - Information Sheet
Levy County, Florida**

Filing Date: _____
Amount of Fee: \$ _____

Petition Number: PV _____
Validation Number: _____

TO THE LEVY COUNTY BOARD OF COUNTY COMMISSIONERS

Application is hereby made to the Board of County Commissioners of Levy County, pursuant to the provisions of Chapter F.S. chs. 163 and 177, Florida Statutes, as amended, and the Levy County Land Development Code, Chapter 50-536, petitioning for a Plat Vacation on the following described:

I. Applicant and Request Information - Please print unless otherwise specified.	
Name of Applicant: _____	Phone Number: _____
Mailing Address: _____	_____
(Street Address)	(City, State, Zip)

Name of agent for Applicant: _____	Phone Number: _____
Mailing Address: _____	_____
(Street Address)	(City, State, Zip)

II. Parcel Information:
1. Name of Plat (or portion) to be Vacated: _____, Lot (s) _____ Unit _____, Phase _____, OR Book _____ Page (s) _____
2. Parcel Number: _____ Section/Township/Range: _____

3. Purpose of Request: _____

4. Number of Lots to be vacated _____ 5. List property in acreage: _____

III. To Be Supplied At The Time Of Submission:

A plat vacation application together with other required data, shall be presented to the county development department no later than the first day of the month preceding a regular monthly meeting of the Board of County Commissioners. Any information changes must be submitted, in writing to the Levy County Development Department and received one week prior to the County Commissioner's Public Hearing. Attach the items in the order listed below. The application will not be processed without these items.

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1. Original application and twelve (12) copies with all required supporting documents.
2. Property Deed: The most recent one pertaining to the property being requested to be vacated; Obtained from the Clerk of the Circuit Court's Office or property tax statement from the Tax Collector's Office. **One original and twelve (12) copies.**
3. Proof of current taxes paid (current tax receipt)
4. Three (3) original surveys and legal description of property signed and sealed, ten (10) copies. Must include Tax ID # or Short Legal also. (If subject property is a recorded plat or part of a platted subdivision, provide **three (3) certified** copies of the plat, with the boundary of subject property clearly delineated with application and ten (10) copies of 11" x 17"
5. Location Map: Location map identifying subject parcel with either a color or pattern. **One (1) original and twelve (12) copies.**

IV. APPLICATION INSTRUCTIONS:

- (a) An application for a Plat Vacation must be accompanied by a fee of \$.00. **plus all fees and costs for services of County Engineer, outside legal counsel or other professional consultants in connection with the application.** Please note, application fee may be subject to change.
- (b) 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. **Owner's authorization is required at the time this application is submitted.**
- (c) All required documentation an submission material is required to accompany the application at the time the request is submitted. Applications are screened for completeness. Depending on the proposed use, additional information may be required. Failure to provide all information and submission material required shall delay the public review of the application until such time as all materials are received.
- (d) The Plat Vacation applications are processed once a month. Applications received by the first day of the month will **tentatively** be scheduled, advertised and presented at a public hearing the following month. Applications received after the first day of the month will not be scheduled for the following month.

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(e) Applications may be submitted as follows:

In Person: Levy County Zoning Department generally located on alternate 27, within the Levy County Building and Zoning Office.

By Mail: Levy County Zoning Department, Levy County Courthouse, Post Office Box 672 Bronson, Florida, 32621.

(f) This office will prepare the poster and place it on the property involved in this request.

(g) Abutting property owners will be notified by mail of the request. "Abutting property" is any property immediately adjacent or contiguous to the property which is the subject of this request or located within 300' (three hundred feet) of the subject property lines including, immediately across any road or public right-of-way for said property.

(h) **The applicant, or his duly authorized representative, shall attend the Board of County Commissioner's meeting at which the Plat Vacation Request is to be heard. The board may, in its discretion, either proceed with the public hearing and consideration of an application or table the application in the event the applicant or his duly authorized representative does not appear at the board meeting. [Levy County Land Development Code, Chapter 50, Section 532]**

Additional Assistance: If you require further information, please contact the Levy County Zoning Department at (352) 486-5203 or visit the above address in person.

I _____, have read and understand the instructions and submission requirements stated in this application. Approval granted by said Commission in no way constitutes a waiver from any applicable Local, State, or Federal regulation.

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the legal owner or authorized agent of the above described property.

Owner/Applicant (print)

Owner/Applicant (signature)

STATE OF FLORIDA

COUNTY OF _____

Sworn to and executed before me this _____ day of _____, 20____.

Signature - Notary Public

Print - Notary Public

Personally known _____ Identification Expiration Date _____