

Petition To Close and Abandon Road (s)

THE UNDERSIGNED PETITIONER HEREBY PETITIONS THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA PURSUANT TO THE PROVISIONS OF CHAPTER 336, FLORIDA STATUTES TO ADOPT A RESOLUTION DECLARING A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING THE CLOSING AND ABANDONMENT OF THE FOLLOWING DESCRIBED ROADS, TO-WIT:

Subdivision: _____ **Section** ____ / **Township** _____ **S / Range** _____ **E**

***Petition to close roadways known as:**

***For the purpose of :**

***Vacation of these roadways : WILL / WILL NOT deprive anyone of access to their property.** *(please circle as applies)*

PETITIONER HEREBY STATES AND REPRESENTS THE ABOVE DESCRIBED ROAD(S) PROPOSED FOR CLOSING AND ABANDONMENT IS NOT A PART OF AND DOES NOT CONSTITUTE A PORTION OF A STATE OR FEDERAL HIGHWAY NOR WAS THE LAND CONSTITUTING SAID ROAD ACQUIRED FOR STATE OR FEDERAL HIGHWAY

PETITIONER STATES THAT THERE ARE NO OWNERS OF PROPERTY FRONTING ON SAID ROAD(S) PROPOSED FOR CLOSING AND ABANDONMENT WHO DEPEND ON SAID ROAD(S) FOR ACCESS TO THEIR PROPERTY.

PETITIONER'S NAME(S) : _____

ADDRESS : _____
(911 address & Mailing address If different than 911 address) _____

PHONE : (_____) _____

DATE : _____

NOTICE TO ADJACENT PROPERTY OWNER

Reminder to Petitioner: Enclose a map with Petitioned Roads Outlined/Highlighted and Assigned 911 Address.

Date : _____

To : _____
(Name)

Address: _____

Please be advised that _____
(Petitioners Name)

has submitted an application on this _____ day of _____, 20__ to the Levy County Board of Commissioners to request the road closing/vacation of public right of way for road described below, **please see attached map.**

Subdivision: _____ **Section** _____ / **Township** _____ **S** / **Range** _____ **E**

***Petition to close roadway(s) known as:** _____

***For the purpose of :** _____

***Vacation of these roadways: WILL / WILL NOT deprive anyone of access to their property.** (please circle as applies)

At such time that a Public Hearing date is schedule, that date shall be posted on said right-of-way and advertised in a newspaper of general circulation a one (1) time at least two (2) weeks prior to the hearing date.

For further information or assistance in this matter, please contact **Alice LaLonde at (352) 486-5124.**

Please forward any comments you may have related to this proposed action in writing to:

Levy County Road Department
Attn: Administration Department
P.O. Box 336
Bronson, Florida 32621

UTILITY SERVICING NOTICE

Reminder to Petitioner : Enclose a map with Petitioned roads Outlined/Highlighted and Assigned 911 Address.

Date : _____

To : _____

Attn : _____

Address : _____

Please be advised that _____, have submitted an
(Petitioners Name)
application on this _____, day _____, **20** to the Levy County Board of Commissioners to request
the road closing/vacation of public right of way for the road described below, **please see attached map.**

Subdivision : _____ **Section :** _____ / **Township :** _____ / **Range :** _____

***Petition to close roadway(s) known as:** _____

***For the purpose :** _____

***Vacation of these roadways: WILL / WILL NOT deprive anyone of access to their property.** (Please circle as applies)

At such time that a Public Hearing date is scheduled that date shall be posted on said right of way and a one (1) time at least two (2) weeks prior to the hearing date.

Please complete the following information and forward along with any comments in writing to:

Levy County Road Department
Attn: Administration Department
P.O. Box 336
Bronson, Florida 32621

TYPE OF UTILITY SERVICE: Electric / Telephone / Gas / Other : (Please Describe)
(Please circle as applies)

OBJECTIONS : YES NO
(please circle)

Signature

Date

Print Name

**ADJACENT PROPERTY OWNERS LIST:
UTILITY SERVICING LIST**

ROAD(S) Know as : _____

❖ **Parcel Account Number:** _____
Name : _____
Address: _____

❖ **Parcel Account Number :** _____
Name : _____
Address : _____

❖ **Parcel Account Number :** _____
Name : _____
Address : _____

❖ **Parcel Account Number :** _____
Name : _____
Address : _____

❖ **Parcel Account Number :** _____
Name : _____
Address : _____

PETITIONS COVER LETTER

Date : _____

To : *Levy County Road Department*
Attn: Alice LaLonde
P.O. Box 336
Bronson, Fl. 32621

Re: *Petition to Close Roadway(s)*

Dear Whom It May Concern,

Please be advised that we _____ have submitted a
(Petitioners Name)
petition on this _____ day of _____, 20____, to the Levy County Board of
Commissioners to request the road closing/vacation of public right of way for the
road described below and shown on attached map.

Road(s) known as : _____

Subdivision : _____

Section : _____ ***Township*** _____ ***South Range*** _____ ***East***

Petition filed for the request of : _____

Vacation of these roadways: WILL / WILL NOT deprive anyone of access to
their property. *(Please Circle as applies)*

If any further questions or concerns please contact Alice LaLonde at (352) 486-5124.

**PROPERTY OWNER PETITION FOR PUBLIC ROAD
CLOSING AND RIGHT OF WAY VACATION**

This packet includes all requirements and procedures for proposed public road closing and right of way vacation. **All forms and Letters are provided**, see attached: **(please make copies for additional forms if needed)**

- 1) Road Closing Petition Submission Requirements and Process (Pg.2 & 3)
- 2) Petition To Close and Abandon Roads (*Form A-1 Pg.5*)
- 3) Notice of Proposed Road Closing to Adjacent Property Owners -500 ft radius- (*Form A-2 Pg.6*)
- 4) Notice of Proposed Road Closing to Utility Servicing Companies. (*Form A-3 Pg 7*)
- 5) Notice of Adjacent Property Owners & Utility Servicing List (*Form A-4 Pg.8*)
- 6) Petitions Cover Letter (*Form A-5 Pg.9*)
- 7) Petitioners Submission Requirements Checklist (*Pg.4*)

After completion of all requirements please submit to: Levy County Road Department: 620 North Hathaway Avenue or P.O. Box 336, Bronson, Florida 32621.

If you have any questions or need further assistance, please contact Alice LaLonde at (352) 486-5124.

Petitioners Road Closing Petition Submission Requirements & Process

Please be advised that all cost associated with the procedures and required documentation listed below shall be borne by the petitioner.

1. The Petitioner shall prepare Petition to Close and Abandon Roads (*Form A-1, Pg 5*)
2. The Petitioner shall submit the following to: Levy County Road Department, 620 North Hathaway Avenue, P.O. Box 336 Bronson, Florida 32621.

If you have any questions please contact Alice LaLonde, at (352 486-5124).

- a) **Fee of \$250.00 (*Check or Money Order*) for each petition submitted and payable to Levy County Board of Commissioners.**
- b) **Original Petition – Petition To Close and Abandon Roads (*Form A-1 Pg.5*)**
- c) **Copies of each Notice to Adjacent Property Owners (*Form A-2 Pg 6*)**
- d) **Copies of each Notice to Utility Servicing Company (*Form A-3 Pg 7*)**
- e) **Original Adjacent Property Owners & Utility Company List (*Form A-4 Pg.8*)**
- f) **Cover Letter from the petitioner stating the reason for the request to close said road(s) (*Form A-5, Pg.9*)**
- g) **5 Copies of the Current Property Ownership Map and 4 Copies of the most recent Aerial Photo Map**
**(Obtained from the Property Appraisers Office)*

1. Road(s) pertaining to Petition Must Be Outlined/Highlighted and Labeled with assigned 911 Addresses.

2. Adjacent Property Owners to Petition Must Be Outlined/Highlighted with assigned 911 Addresses.

**(To obtain 911 Addressing information please contact the 911 Addressing Office (352) 486-5214.)*

3. If Road(s) Petitioned is in a Recorded Subdivision Plat, then a copy of said Plat shall also be obtained.

*** Road(s) and Property Owners Must Be Outlined/Highlighted and assigned 911 Addresses completed as above. (g-1&2)**

h) Original Certified Mail Receipt (*Obtained from US Postal Service*)
**** The Petitioner Shall Notify in Writing by Certified Mail, all Property Owners and Utility Servicing Companies within 500 feet adjacent to the Road(s) proposed in Petition (Form A-2 and A-3).**

i) A legal description that describes the right of way to be closed. A survey is required for roads not part of a recorded subdivision.

3. The road Department staff shall review the document for completeness. All required information must be provided prior to forwarding the information to the County Attorney. Additional information may be required on a case by case basis.
4. The County Attorney shall request approval from the Board of County Commissioners to schedule a Commission Public Hearing date.
5. The County Attorney will prepare a Resolution to Close and Abandon Road(s) and publish a Notice of Public Hearing to Close and Abandon Roads(s) in a local newspaper of general circulation one (1) time at least two (2) weeks prior to the hearing date.
6. The Levy County Road Department will erect signs at appropriate locations on Petitioned Road site advising the Public Hearing Date.
7. The Petition shall be reviewed by the Levy County Development Review Committee. The committee will prepare a recommendation. The County Commissioner in the committee shall present the committees recommendations and comments at the scheduled public hearing.
8. The petitioner is encouraged to attend the noticed public hearing.
* If the resolution is adopted by the Board of Commission, then the County Attorney shall publish a Notice of Adoption of Resolution to Close and Abandon Road(s), one (1) time in a local newspaper of general circulation within thirty (30) days of the adoption of the resolution.
9. Adoption Resolution shall be recorded in the public deed records of Levy County by the Levy County Board of Commissioners Office.

IMPORTANT NOTICE :

FAILURE TO FOLLOW THE ABOVE PROCEDURES, COULD CAUSE DELAYS, ADDITIONAL EXPENSES FOR THE PETITIONER AND BEGINNING THE PROCESS OVER AGAIN.

Petitioners Road Closing Checklist

This information must be submitted by the petitioner to the Levy County Road Department before information is forwarded to the Levy County Attorney.

- a. _____ Fee of \$250.00 (*Check or Money Order*) for each petition submitted and Payable to: Levy County Board of Commissioners.
- b. _____ Petition To Close and Abandon Road(s) (*Form A-1, Pg.5*)
- c. _____ Copies of each Notice to Adjacent Property Owners (*Form A-2 Pg.6*)
- d. _____ Original Certified Mail Receipt (Obtained from US Postal Service)
- e. _____ Copies of each Notice to Utility Servicing Company (*Form A-3 Pg.7*)
- f. _____ Original Adjacent Property Owners (within 500 ft. radius) & Utility Companies List (*Form A-4 Pg.8*)
- g. _____ Petitions Cover Letter stating request and reason for Road(s) closing (*Form A-5 Pg.9*)
- h. _____ Five (5) Copies of the Current Property Ownership Map Road(s) Outlined / Highlighted with assigned 911 Addresses (see *g1-2 Pg.2*)
- i _____ Four (4) Copies of the most recent Aerial Photo Road(s) Outlined / Highlighted with assigned 911 Addresses (see *Pg.2g1*)
- j. _____ Subdivision Plat with road(s) described in petition Outlined/Highlighted (if applies), (see *Pg.2g3*)
- k. _____ Legal Description or Survey of Road(s) if said road(s) are not within a recorded subdivision plat (*2i Pg.3*)

Levy County

Property Owners

Petition for Public Road & Right of Way Closing Or Abandon / Vacate