



Town of Hilliard

Process for request- Close, Abandon, or Vacate Street, Alley, Easement, or Right of Way

1. Submit Pre-Application with all available supporting documents, application fee and deposit.
2. Land Use Administrator review.
3. Town Staff- meet and review (Town Hall Staff, Land Use Administrator, Public Works).
4. Field work- Public Works, Land Use Administrator and Town Hall Staff.
5. Town Staff meet- To discuss findings.
6. Findings and meetings schedule shared with applicant.
7. Town to notify by letter surrounding property owners of Planning and Zoning and Town Council meeting dates and times. (Applicant billed for postage)
8. Planning and Zoning Board meeting- Board to make recommendation to Town Council concerning moving forward with vacation.
9. Town Council Meeting- Council to hear recommendation from P and Z Board. Council makes recommendation on moving forward with process.
10. Applicant submits Final Vacation Application with all supporting documents and fees to Town Hall.
11. Ordinance written, advertised, and placed on Planning and Zoning agenda for Public Hearing. (Applicant billed for advertisement)
12. Ordinance placed on Town Council agenda for First Reading and Public Hearing. (Applicant billed for advertisement)
13. Ordinance placed on Town Council agenda for Second Reading and Public Hearing. (Applicant billed for advertisement)



Town of Hilliard

Pre-Application to Close, Abandon, or Vacate Street, Alley, Easement, or Right of Way

FOR OFFICE USE ONLY

File # _____

Application Fee: _____

Filing Date: _____ Acceptance Date: _____

A. PROPOSED CLOSING, ABANDONING, OR VACATON

1. Street, Alley, Right of Way Name to be closed, vacated, or abandoned: _____

2. Legal Description: _____

3. Parcel ID Number(s) and/or Adjoining Parcel ID Number(s): _____

4. Acreage of closure, abandonment, or vacation: _____

B. APPLICANT

1. Applicant's Status Owner (title holder) Agent

2. Name of Applicant(s) or Contact Person(s): _____ Title: _____

Company (if applicable): _____

Mailing address: _____

City: _____ State: _____ ZIP: _____

Telephone: (____) _____ FAX: (____) _____ e-mail: _____

3. If the applicant is agent for the property owner*:

Name of Owner (title holder): _____

Company (if applicable): _____

Mailing address: _____

City: _____ State: _____ ZIP: _____

Telephone: (____) _____ FAX: (____) _____ e-mail: _____

* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

C. STATEMENT OF PROPOSED CLOSING, ABANDONING, OR VACATON SOUGHT

1. Reason for Request: _____

2. How was the street / alley / easement / right-of-way established? _____

Subdivision Plat Book No: _____ Page No. _____

Plat Name: _____

Official Records Book No: _____ Page No. _____

Other: _____

3. Do you propose to close, abandon, or vacate the entirety of a street, easement, alley, or right-of-way, or only a portion? If a portion, please describe the portion that you desire the Town to close, abandon, or vacate.:

4. Do public facilities now occupy area to be closed, vacated, or abandoned? If yes, you may be asked to provide a current certified survey showing all existing conditions, including locations, and elevations of both open ditches and swales, and subsurface drainage facilities.

5. What is the Purpose of the Easement?

- _____ Drainage
- _____ Utility
- _____ All Utilities
- _____ Others – please specify _____

6. What are the dimensions of the Easement? _____

7. Is there an existing encroachment? _____

- _____ Building
- _____ Pool
- _____ Other

8. Is there a building or mobile home encroachment involved? If so, the survey is to also show ties from the right-of-way and/or easement lines to the footing, building wall, and edge of eaves.

9. Is a swimming pool encroachment is involved? If so, the survey is to show complete locations and pertinent elevations of the pool and its appurtenances.

D. ATTACHMENTS (One hard copy or one copy in PDF format)

- 1. Legal description
- 2. List of property owners by name and address who own property abutting the street, alley, easement, or right-of-way, or portion thereof, to be abandoned, closed, or vacated.
- 3. List of abutting property owners (with addresses).
- 4. Acknowledgement Letter(s) from each abutting property owner.
- 5. Location Map clearly identifying the location of the proposed closure. (nassauflpa.com)

E. FEES

- a. Right of Way (streets or alley or easements) - \$200 pre application fee & final application fee TBD
- b. The Cost of postage and outside consultants are in addition to the application fee.
- c. The applicant is responsible for paying a **\$1,000.00 deposit** at the time of submittal.

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees for advertising, signs, necessary technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity plus 10%. The invoice shall be paid in full prior to any action of any kind on the development application.

All attachments are required for a complete application. A completeness review of the application will be conducted within thirty (30) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

The Town reserves the right to retain a utility easement where the alley or roadway is located and grant the Town all necessary rights in such utility easement as it may require.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

Signature of Applicant

Signature of Co-applicant

Typed or printed name and title of applicant

Typed or printed name of co-applicant

Date

Date

State of _____ County of _____

The foregoing application is acknowledged before me this _____ day of _____, 20_____,

by _____, who is/are personally known to me, or who has/have produced

_____ as identification.

NOTARY SEAL

Signature of Notary Public, State of _____

Town of Hilliard ♦ 15859 West CR 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555

Abutting Property Owner Acknowledgement Template

DATE: _____

Name: _____ (Abutting Owner)

Address: _____

RE: NOTICE TO ABUTTING OWNER OF REQUEST TO CLOSE
(R/W being Closed)

Dear Mr/Ms _____ (Abutting Owner) _____:

The Town of Hilliard is processing a request to close a right-of-way commonly known as _____ abutting your property. I am seeking your written approval of this closure request so I may provide confirmation to the Town. I intend to use the closed property for _____.

If the closure is approved, a portion of the closed right-of-way adjacent to your property may become your private property. This may result in an increase in your property taxes as to be determined by the Property Appraiser's Office after the closure is complete. The area I'm seeking to close is delineated on a map attached for your reference. If you agree/approve the closure request, please sign the acknowledgement and approval of the closure request below and return to me at _____.

If you wish to speak with someone from the Town of Hilliard concerning this closure request, you may call the _____ at _____ and ask for _____.

Your prompt response is greatly appreciated.

Sincerely,

I ACKNOWLEDGE RECEIPT OF THE ABOVE LETTER AND AGREE TO THE REQUEST FOR CLOSURE OF THE RIGHT OF WAY DESCRIBED HEREIN:

(Sign): _____

(Print Name): _____



Town of Hilliard

Final Application to Close, Abandon, or Vacate Street, Alley, Easement, or Right of Way

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B. APPLICANT

1. Applicant's Status Owner (title holder) Agent

2. Name of Applicant(s) or Contact Person(s): _____ Title: _____

Company (if applicable): _____

Mailing address: _____

City: _____ State: _____ ZIP: _____

Telephone: (____) _____ FAX: (____) _____ e-mail: _____

3. If the applicant is agent for the property owner*:

Name of Owner (title holder): _____

Company (if applicable): _____

Mailing address: _____

City: _____ State: _____ ZIP: _____

Telephone: (____) _____ FAX: (____) _____ e-mail: _____

* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

C. ATTACHMENTS (One hard copy or one copy in PDF format)

- 1. Legal description
- 2. Location Map clearly identifying the location of the proposed closure. (nassaupla.com)
- 3. Survey of Property to be Vacated.
- 4. Appraisal of Property to be Vacated.

E. FEES

- 1. Right of Way (streets or alley or easements) - \$200 pre application fee & final application fee TBD
- 2. The Cost of advertisement and outside consultants are in addition to the application fee.

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The Town reserves the right to retain a utility easement where the alley or roadway is located and grant the Town all necessary rights in such utility easement as it may require.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

Signature of Applicant

Signature of Co-applicant

Typed or printed name and title of applicant

Typed or printed name of co-applicant

Date

Date

State of _____ County of _____

The foregoing application is acknowledged before me this _____ day of _____, 20_____,

by _____, who is/are personally known to me, or who has/have produced

_____ as identification.

NOTARY SEAL

Signature of Notary Public, State of _____

Abutting Property Owner Acknowledgement Template

DATE: _____

Name: _____ (Abutting Owner) _____

Address: _____

RE: NOTICE TO ABUTTING OWNER OF REQUEST TO CLOSE
(R/W being Closed)

Dear Mr/Ms _____ (Abutting Owner) _____:

The Town of Hilliard is processing a request to close a right-of-way commonly known as _____ abutting your property. I am seeking your written approval of this closure request so I may provide confirmation to the Town. I intend to use the closed property for _____.

If the closure is approved, a portion of the closed right-of-way adjacent to your property may become your private property. This may result in an increase in your property taxes as to be determined by the Property Appraiser's Office after the closure is complete. The area I'm seeking to close is delineated on a map attached for your reference. If you agree/approve the closure request, please sign the acknowledgement and approval of the closure request below and return to me at _____.

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(Sign): _____

(Print Name): _____