



# CITY OF NEW SMYRNA BEACH

## STREET OR ALLEY VACATION APPLICATION

City of New Smyrna Beach  
 Office: 3650 North Dixie Freeway  
 Mail: 210 Sams Avenue  
 New Smyrna Beach, FL 32168  
 Phone: 386.410.2800

Munis Application # \_\_\_\_\_

### PROPERTY LOCATION

Address: \_\_\_\_\_  
 PID: \_\_\_\_\_

### PLANNING APPLICATION REQUEST (OFFICE USE ONLY)

Request Type: \_\_\_\_\_

Case No.:	Date Submitted:	Date Closed:	Accepted By:
Project Name:		Planning and Zoning Board Meeting Date:	

### APPLICANT INFORMATION

Applicant Name:			<<<<<<<<<<<<< MUST BE A PERSON
Mailing Address:			Phone #:
City:	State:	Zip:	E-Mail:

### OWNER INFORMATION (IF NOT SAME AS APPLICANT)

Owner Name:			
Mailing Address:			Phone #:
City:	State:	Zip:	E-Mail:

### REQUEST

Zoning District: \_\_\_\_\_ Property Acreage: \_\_\_\_\_

Subject Property Location: \_\_\_\_\_

Notes:	FEES
	Request Type Fee:
	Concurrency Review Fee:
	<b>Total Fee:</b> <span style="background-color: yellow; border: 1px solid black; padding: 2px;"> </span>
	Exempt from Fee <input type="checkbox"/>

### REQUIRED ATTACHMENTS

1. Complete Application Form
2. \$500.00 Application Fee
3. \$350.00 Advertising Fee
4. Required support documents (see attached)

### PAYMENTS

No.	Amount	Type	Ck #
Balance Due: _____			

### SIGNATURES

INFORMATION AND DOCUMENTS SUBMITTED ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
 Signature of Property Owner and/or Applicant \_\_\_\_\_  
Date

\_\_\_\_\_  
 Print Above Name

**Note: Application and all required support documents must be submitted by 12:00pm on the submission deadline in order for application to be considered complete.**



# REQUIRED SUPPORT DOCUMENTS

## STREET OR ALLEY VACATION

### PRE-APPLICATION MEETING

Prior to submitting a street vacation application package, the applicant must first meet with the Development Services Director or his/her designee. The purpose of the pre-application meeting is to acquaint the applicant with the procedures for vacating a street or alley and to acquaint staff with the proposed vacation.

### REQUIRED SUPPORT DOCUMENTS

- Complete application form
- Application fee
- Survey and legal description of street or alley proposed to be vacated
- Acreage of street or alley proposed to be vacated
- Letter from all land owners adjacent to the portion of the street or alley proposed to be vacated indicating that they have no objection to the proposed vacation
- Letter from the Utilities Commission indicating the following:
  1. No objection to the proposed vacation
  2. No utilities are within the right-of-way proposed to be vacated
  3. If utilities exist within the right-of-way, the letter must indicate what utilities are located in the right-of-way
  4. If utilities exist in the right-of-way, the letter must indicate what easements, if any would be required if the right-of-way is vacated
- Letter from the applicant explaining how the proposed vacation is in the interest of the public good

**APPLICANT SHOULD SUBMIT ONE (1) PAPER COPY AND ONE (1) ELECTRONIC COPY OF ALL REQUIRED DOCUMENTS.  
APPLICATIONS THAT DO NOT CONTAIN ALL REQUIRED SUPPORT DOCUMENTS  
WILL NOT BE ACCEPTED.**