

## VACATION PRE-APPLICATION CHECKLIST

Date: \_\_\_\_\_ Petitioner: \_\_\_\_\_

Agent: \_\_\_\_\_

Vacation: \_\_\_\_\_

<b><u>CHECKLIST: DOCUMENT REQUIREMENTS BY VACATION TYPE</u></b>					
	<b><i>Documents Required</i></b>	<b><i>A. Plat</i></b>	<b><i>B. Street</i></b>	<b><i>C. Easement</i></b>	<b><i>Comments</i></b>
1.	Application (signed and witnessed by petitioner, business authorization, agent authorization, petitioner signature acknowledged)	1 original 2 copies	1 original 2 copies	1 original 2 copies	
2.	Application Fee (non-refundable)	\$1200	\$1200	\$1200	
3.	Proof of Property Ownership (Deed) (e.g. folio-Broward County Property Appraiser)	2 copies	2 copies	2 copies	
4.	Resolution/Ordinance of Municipality (signed and certified)	1 original 1 copy	1 original 1 copy (if Platted)	1 original 1 copy (if Platted)	
5a.	Petitioner's Notice of Intent to Vacate - in Newspaper of general circulation (certified) within 60 days prior to submittal (see Attachment 1)	1 original	1 original (if Platted)	1 original (if Platted)	
5b.	Petitioner's Notice of Intent to Vacate - Letter to Municipality - certified, return receipt requested (see Attachment 2)	NA	1 original (if separate instrument)	1 original (if separate instrument)	

6.	Title Opinion, Title Insurance Policy, or Certificate of Title (see Attachment 3)	* 1 original within 45 days of application * 1 update 45 days before public hearing	* 1 original within 45 days of application * 1 update 45 days before public hearing	* 1 original within 45 days of application * 1 update 45 days before public hearing	
7.	Sketch and Legal Description (signed and certified by a professional mapper)	2 originals 2 copies	2 originals 2 copies	2 originals 2 copies	
8.	Location Map	2 originals	2 originals	2 originals	
9.	Plat Map	For Entire Plat -1. copy For Portion Plat -1 copy	For Portion Plat -1 copy	For Portion Plat -1 copy	
10.	Aerial Photograph and Section Map (see Attachment 4)	1 set	1 set	1 set	
11.	Certification of Property Tax Clearance (letter) (see Attachment 5)	1 original	1 original	1 original	
12.	Waivers of Objection from Utilities (see Attachment 6)	1 set of letters	1 set of letters	1 set of letters	
13.	Other relevant documentation	As determined	As determined	As determined	
Note: To be submitted by Petitioner within 10 business days of Application acceptance by Broward County					
14.	Affidavit of Posting Signs for Notice of Vacation (signed and acknowledged) together with photographs of posted sign(s)	1 original	1 original	1 original	

Additional Comments: