



Community Development Department – Planning Division
1601 NW 136 Avenue, Sunrise, FL 33323 P: 954.746.3270 F: 954.746.3287

CHECKLIST FOR PLAT, STREET AND NON-CITY EASEMENT VACATION APPLICATION

A completed vacation application on a form to be provided by the Community Development Department, together with the following items, are required to initiate the processing of all vacation requests:

1. A filing fee and advertising fee, via check or money order, made payable to the City of Sunrise, is required. ALL APPLICATION FEES MUST BE PAID AT THE TIME OF SUBMITTAL IN ACCORDANCE WITH THE CITY OF SUNRISE COMMUNITY DEVELOPMENT DEPARTMENT FEE SCHEDULE.
2. Application for Vacation (5 copies).
3. A letter of intent describing the reason for the request for vacation (5 copies).
4. A certified copy of the plat sought to be vacated or in the event only a portion of the plat is being vacated, a precise legal description of the real property sought to be vacated, prepared by a licensed engineer or land surveyor. The certified copy must include the exact acreage and square footage of land involved (5 copies).
5. Location sketch, 5 copies (8 1/2" x 14") of plat, street, easement, etc., to be vacated or annulled (5 copies).
6. A waiver of no objection to the proposed vacation by all utility companies authorized to operate in the area (5 copies).
7. Title opinion or title search (name and encumbrance) by a recognized title company, showing the name of the owner of the plat or portion of the plat sought to be vacated, and all owners of property abutting the area sought to be vacated (5 copies).

The City Engineer or his duly authorized designee shall, after reviewing and commenting as to, among other things, the completeness and sufficiency of each application, forward each completed application to the Development Review Committee (DRC), which shall review and comment on each application. All such information shall thereupon be furnished to the City Attorney's Office for approval as to legality.

If the request has been found to be proper and no apparent need has been found for the public use of said platted land, street, alley, canal or easement, or portion thereof, or same has been replatted pursuant to statute, and if the City Commission finds the request to have sufficient merit; the City Commission, after a public hearing, may adopt a resolution vacating or annulling said plat (or street area, canal, easement) and disclaim any right to the City to any land in connection therewith.



Date: _____

Application for Vacation of Plat, Street or Non-City Easement

1. Name of Project (Development) _____

Name of Applicant _____

Company Name _____

Company Address _____

Telephone No. _____ Fax No. _____

Email Address _____

Contact Person/Agent _____
Company Name _____
Address _____
Telephone No. _____ Cell No. _____ Fax No. _____
Email Address _____
(IF AGENT, SUBMIT LETTER OF AUTHORIZATION)

2. Name of Property Owner _____

Company Name _____

Company Address _____

Telephone No. _____ Fax No. _____

Email Address _____

COMMUNITY DEVELOPMENT DEPARTMENT

1601 NW 136 Street, Building A, Suite 100

Sunrise, Florida 33323 AskZoning@sunrisefl.gov

3. Legal Description of Property Covered by this Application

4. Address or Location of Subject Property

5. Folio Number(s) _____
Current Zoning _____

6. Size of Property _____ Ft. by _____ Ft. Acres _____

7. Does property owner own contiguous property to the subject property? If so, give complete legal description of entire contiguous property _____

For Office Use Only:

Staff Reviewer _____

- Completed Application (5 copies)
- Certified copy of easement to be vacated (5 copies)
- Title opinion or Title search (5 copies)
- Applicant request letter (5 copies)
- Precise legal description (5 copies)
- Application Fee: _____ Technology Fee: _____
- Advertising Fee: _____

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