

WINTER HAVEN

The Chain of Lakes City

City of Winter Haven Application for Vacating a Public Easement

The following information is required for submission of an application to vacate a Public easement in full or in part. The City Commission keep request. It is important that all information is complete and accurate when submitted to the City. The City Commission holds meetings the 2nd and 4th Monday of every month at 7:30 p.m.

Please print or type the requested information below.

A. GENERAL INFORMATION:

Name of Applicant/Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone (Work): _____ Phone (Home): _____

Email Address: _____

Interest in Property (e.g. owner, buyer, etc.): _____

Name of Agent, if applicable: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Phone (Work): _____ Phone (Home): _____

B. NATURE OF REQUEST:

Identify Easement Affected: _____

Legal Description of Easement: _____

Nature and Purpose of Request:

C. PLEASE ADDRESS THE FOLLOWING:

1. Are there any known applicable portions of any current city plans for the use of the subject easement? If so, please address this.

2. What impacts will the request have on short-range and long-range public and private utilities? Please address if utilities are to be relocated.

3. What impacts will the request have on short-range and long-range ingress and egress by private and public vehicles? Please address if alternative ingress/egress is proposed.

4. What is the cost of relocating any public utility lines?

The City will consider the cost and attendant responsibilities involved in maintaining utilities where improvements may be constructed over existing facilities. The City also ensures that the rights of all franchised utilities are protected

D. PLEASE SUBMIT THE FOLLOWING INFORMATION AND EXHIBITS:

1. A letter from the petitioner or his/her agent addressed to the Community Services Department Director requesting that the proposal be placed on the City Commission agenda for review purposes.

2. A sign/sealed sketch/description of the easement, or portion thereof, to be vacated.

3. A survey or plat containing a description of all land uses abutting the affected easement.

4. Written request review responses from each franchise utility provider as well as from affected City Departments, including Public Works, Fire, Police, Utility Services, and Technical Services. A list of contact persons and their addresses are attached.

5. Schematic drawing(s) showing the location of all utilities utilizing the subject easements, as provided by each utility provider, i.e., electricity, gas, sewer, water, telephone, drainage, sanitation, or underground TV cable. Applicants may be able to obtain water, sewer, and drainage schematic drawings from the City Technical Services Division and shall contact other utility providers for their schematic drawings.

6. A check or money order, made payable to the City of Winter Haven to pay the required application fee. Please contact the Planning and Development staff for the current application.

E. CHAPTER 15, SECTION 15-51, CITY POLICY:

1. No new construction shall occur on or over any existing easements unless the petitioner or his successors and assigns assume and agree to pay all costs of relocating utility drainage lines including legal costs resulting from development of the property.

2. All future costs involved in repairing hard surfaces placed over an easement shall be the responsibility of the petitioner or his successors and assigns.

F. FILING APPLICATIONS:

You are welcome and encouraged to contact the Planning Division staff at (863) 291-5600 from 8:00 a.m. to 5:00 p.m. Monday through Friday to obtain help with this application. Meeting with staff can help to ensure that your application is complete. Staff can also explain and answer any questions you may have concerning the City Commission and the hearing process.

The Community Services Department is located at 451 Third Street, NW, Winter Haven, Florida 33881. The mailing address is P.O. Box 2277, Winter Haven, Florida 33883. If you wish to contact us by fax, our number is (863) 297-3090.

The Technical Services Division is located at 490 3rd ST., NW Winter Haven, FL 33881. If assistance is needed contact by fax, (863)-291-5211, or by phone (863)-291-5850

City Use Only:

Date Received: _____

Received By: _____

Fee Received: _____

Receipt Number: _____

Case Number: _____

Date Accepted: _____

Tentative Meeting Date: _____

STATE OF FLORIDA:
COUNTY OF POLK:

(I) (WE) _____

Being duly sworn, depose and say that (I) (WE) own one or more of the properties involved in this petition and that (I) (WE) have familiarized (myself) (ourselves) with the rules and regulations of the City Commission with respect to preparing and filing this petition and that the foregoing statements and answers herein contained and other information attached hereto present the arguments in behalf of the petition herein requested to the best of (my) (our) ability and that the statement and information above referred to are in all respects true and correct to the best of (my) (our) knowledge and belief.

SIGNED: _____

SIGNED: _____

SIGNED: _____

SIGNED: _____

STATE OF FLORIDA:
COUNTY OF POLK:

The foregoing instrument was acknowledged before me this _____ day of _____,

20____, by _____, who is personally known to me or who has produced _____ as identification and who (did) (did not) take an oath.

SIGNATURE OF NOTARY PUBLIC

TYPED OR PRINTED NAME OF NOTARY PUBLIC

NOTARY PUBLIC SERIAL # (IF ANY)

STAMP & DATE MY COMMISSION EXPIRES: _____

Agent, Lessee, or Buyer's Signature Page

(I) (We), _____ being duly

sworn, depose and say that (I) (We) serve as _____ for the
(Agent or Lessee)

owner(s) in making this petition and that the owner(s) (has) (have) authorized (me) (us) to act in this capacity. Further, (I) (We) depose and say that the statements and answers herein contained and other information attached hereto present the arguments in behalf of the petition herein requested to the best of (my) (our) ability and that the statements and information above referred to are in all respects true and correct to the best of (my) (our) knowledge and belief.

Agent, Lessee, or Buyer(s)

Signature of Agent, Lessee, or Buyer(s)

Signature of Agent, Lessee, or Buyer(s)

Printed Name of Agent, Lessee, or Buyer(s)

Printed Name of Agent, Lessee, or Buyer

Signature of Agent, Lessee, or Buyer(s)

Signature of Agent, Lessee or Buyer(s)

Printed Name of Agent, Lessee, or Buyer(s)

Printed Name of Agent, Lessee, or Buyer

STATE OF FLORIDA:

COUNTY OF POLK:

The foregoing instrument was acknowledged before me this _____ day of _____,

20_____, by _____, who is personally known to me or who

has produced a Driver's License as identification and who did not take an oath.

Notary Seal and Commission Expiration Date

Utility Contacts for Easement Vacation Requests

Electric:

Ken Kronenwetter
Tampa Electric Company, Real Estate
P. O. Box 111
Tampa, Florida 33601
W: 813-228-1182
C:
kekronenwetter@tecoenergy.com

Telephone:

Bryan Lantz
Verizon Florida, Inc.
1909 US Hwy 301 N
Tampa, Florida 33619
W: 813-740-1231
C: 941-504-9754
Bryan.lantz@one.verizon.com

Cable Television:

Tom Sansing
Brighthouse Networks
1004 US Highway 92 West
Auburndale, Florida 33823
W: 863-288-2340 ext. 84264
C: 863-286-2440
Tom.sansing@mybighthouse.com

Natural Gas:

Roger Freeze
Central Florida Gas Company
1705 7th Street SW
Winter Haven, Florida 33880
W:
C: 863-289-2487
rfreeze@fpuc.com

Water/Sewer:

Jack Cancilla
Engineering Services Division
P. O. Box 2277
Winter Haven, Florida 33883
W: 863-291-5481
C:
jcancilla@mywinterhaven.com

Streets:

Terrence Nealy
Public Services Division
P.O. Box 2277
Winter Haven, Florida 33883
W: 863-291-5852
C: 863-412-9611
tnealy@mywinterhaven.com

Fire:

Tony Jackson
Fire Chief
P.O. Box 2277
Winter Haven, Florida 33883
W: 863-291-5677
C: 863-521-7017
tjackson@mywinterhaven.com

Police:

Gary Hester
Police Chief
P.O. Box 2277
Winter Haven, Florida 33883
W: 863-291-5874
C: 863-287-8438
ghester@mywinterhaven.com