



City of DeFuniak Springs

PETITION FOR ABANDONMENT

THIS APPLICATION IS USED FOR ABANDONMENT PURPOSES ONLY

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NOTICE TO ALL APPLICANTS

It is suggested that you meet with city staff in a pre-application conference before submitting your abandonment application. To schedule a pre-application conference contact (850)892-8571, Extension 116.

You (or your agent) must attend all meetings related to the application process; the application will not be heard at public meetings unless someone representing the request is present.

If your petition for abandonment is approved by City Council, you will be invoiced for incidental processing costs.

If your petition for abandonment is not approved by City Council for any reason, the application fee will not be refunded.

Incomplete petition for abandonment applications cannot be accepted.

ABANDONMENT PROCESS

- 1) Make an appointment with the Planning Department for a preapplication conference prior to submittal of your application.
- 2) Obtain application, review all sections
- 3) Complete the application legibly and with ink that copies well. Do not leave any item unanswered. No application can be accepted unless it is complete and packaged as required.
- 4) Attach all items in the submission checklist below. Please assemble them in the following order listed.
- 5) Make an appointment with the Planning Department to review your application prior to submission.
- 6) Attend required meetings

GENERAL INSTRUCTIONS FOR APPLICANT

- 1) Make an appointment with the Planning Department for a preapplication conference prior to submittal of your application.
- 2) Complete the application legibly and with ink that copies well. Do not leave any item unanswered. No application can be accepted unless it is complete and packaged as required.
- 3) Attach all items in the submission checklist below. Please assemble them in the following order listed.
- 4) Make an appointment with the Planning Department to review your application prior to submission.
- 5) If you have any questions, you may call the Planning Department at 850.892.8571, Extension 116.

PETITIONER

Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____ Fax: _____ Email: _____

PROPERTY INFORMATION

Legal Description: _____

Driving directions to site from nearest major intersection: _____

AGENT

Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____ Fax: _____ Email: _____

PROPERTY INFORMATION

Legal Description: _____

Driving directions to site from nearest major intersection: _____

Ownership of proposed abandonment area:

- Fee Simple
- Deeded Easement
- Dedicated Right of Way
- Drainage Easement by Plat
- Drainage Easement by Deed

- Other _____

SUBMITTAL CHECKLIST

Submission Checklist for Abandonment Application Amendment:

- 1) Application Fee: A check or money order in the amount of \$450.00, payable to the City of DeFuniak Springs, plus direct expenses
(Attach the fee of \$450.00 to the front of the original application; direct expenses will be billed at the end of the process.)
- 2) Agent Affidavit (if applicable)
(A signed affidavit from the property owner(s) authorizing the agent to act in matters pertaining to this application on behalf of the owners(s))
- 3) A CD (or another digital medium) with the entire submittal in .pdf files.
- 4) Legal description of the area in printed format and in digitally, in a document processing format, such as *Word* or *WordPerfect*
- 5) Copy of Subdivision Plat obtained from the Walton County Clerk of Court Records. If applicable.
- 6) Parcel Identification Map (1 copy @ 1"=400' and 1 copy @ 1"=200') (not to be any larger than 11'x17') indicating Parcel ID Numbers for all properties adjacent to the subject parcel indicating street names, and the complete mailing addresses of the property owners available from the Walton County Property Appraiser's Office.
- 7) Mailing Labels: Provide 1 complete set of mailing labels with property owner names and mailing addresses for all properties adjacent to the subject parcel.
- 8) Mailing List: (1 complete copy) Mailing list to include property parcel identification number, property owner name, and mailing address for all properties adjacent of the subject parcel.

**Additional information, if needed, may be requested by the city.*

REQUIRED SIGNATURE

I understand that the City of DeFuniak Springs City Council will hear this application in a public meeting and that the City of DeFuniak Springs City Council will hold a meeting to hear such request. The Municipal Code of Ordinances, Chapter 22, Streets, Sidewalks and Public Places, Sec. 22-2, shall govern this procedure.

I agree that the DeFuniak Springs personnel or any assigned agents may enter the property for the purpose of verifying the conditions that affect this application, for periodic inspections, and to verify information that I provided as part of this application.

FLORIDA STATUTES 837.06 - FALSE OFFICIAL STATEMENT

Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.

I have read and understand all the information provided in this application, the requirements listed within the application, and agree to provide the necessary information requested by the City of DeFuniak Springs. The information I have provided on this application is true and correct to the best of my knowledge.

_____ Printed Name _____ Date of Signature

STATE OF _____

COUNTY OF _____

BEFORE ME, the undersigned Notary Public in and for said County and State, appeared _____, who is personally known to me or who has produced _____ as identification, and who executed the foregoing instrument.

Given under my hand and seal this _____ day of _____, _____

{Seal}

Signed Name of Notary Public

Printed Name of Notary Public

Commission Number: _____

Expiration Date: _____

NOTE: This Petition for Abandonment Application will not be processed without a Notary Public Witnessed Signature by the Petitioner.

THIS SUBMITTAL WAS CHECKED BY:

DeFuniak Springs Staff Signature

Date

APPLICANT INFORMATION (Print or type all information requested).

Owner Information: _____

A) Owner Name: _____
(If an entity other than an individual, provide the name of the entity and responsible officer)

B) Address: _____

C) Primary Telephone #: _____ Alternate #: _____

D) E-mail address: _____

Agent Information (if Architect, Engineer, or other professional, so indicate)

A) Agent Name (must be an individual): _____

B) Address: _____

C) Telephone number: Cell: _____

D) FAX number: _____

E) E-mail address: _____

F) Provide notarized authorization or Power of Attorney authorizing an agent to act on behalf of Owner if an application is not signed by Owner.

II. PROPERTY INFORMATION

A) Legal Description of proposed abandonment (attach separate sheet if necessary).

B) Driving Directions with mileage from the nearest intersection of either US Hwy 90 E, US Hwy 90 W, US Hwy 331 N, US Hwy 331 S or, SR 280 E, SR 280A, SR 83 N) to subject 7/11/2014 property: _____

C) Provide a copy of plat of record or parcel identification map indicating the portion of the right of way to be abandoned.

III. ABANDONMENT REQUEST INFORMATION

A) Describe reason for abandonment: _____

IV. SIGNATURE

I have provided the necessary documentation as requested to complete the above requirements. I understand I am responsible for any direct expenses such as Attorney fees, filing fees, title work, or any additional expenses incurred by the City.

Applicant Signature: _____ Date of Signature _____

Agent Signature: _____ Date of Signature _____

OFFICE USE ONLY

Date application submitted: _____ Date of completeness review: _____

Abandonment Amendment Number: _____

Application Fee (\$450.00) Date Paid _____ Receipt # _____

Direct Cost Expenses Date Paid _____ Receipt # _____

Scheduled Meeting Dates:

- City Council: _____
- City Council Notification: _____
- City Council: _____
- Public Hearing Date: _____
