

## NOTICE TO APPLICANTS

### **TO VACATE AND ABANDON A PLAT, STREET, OR EXCHANGE**

Requests for Vacation and Abandoning a Plat, Street Vacations, or a portion thereof, and/or Property Exchanges, located within Sarasota County, requires a review by County Staff, Public Notice, and approval by the Board of County Commissioners.

The number of certified and/or sealed copies of supporting documents required is necessary to enable this office to more expeditiously process your Petition. For your convenience, there is a Petition Checklist to assist in ensuring you have completed all steps and are providing complete documentation.

Florida Statutes, Sec. 177.101, 366.10 and 125.37 requires that notice of intent shall be published in a newspaper of general circulation in the County in which the tract or parcel of land is located.

1. Plat Vacations – A Public Notice must be published one time in not less than two weekly issues of said paper.
2. Exchanges – A Notice of Exchange must be published once a week for at least 2 weeks in said paper.
3. Street Vacations – A Notice of Public Hearing must be published one time at least two weeks prior to said date of Public Hearing. If the street is platted, the Notice of Hearing must be published one time in not less than two weekly issues of said paper.

The Notices will be prepared by Real Property staff and forwarded to the legal classified ad section at the Sarasota Herald Tribune. The Real Property staff will notify the petitioner of the cost of such advertisement(s). The petitioner is responsible for payment of the public notice(s) before they are printed in the newspaper. Payment can be made by check or credit card directly to the Sarasota Herald Tribune. Non-payment will result in postponement and re-scheduling as necessary.

The Petition must be accompanied by all required documents stated on the instruction sheet of intent to vacate a plat per Florida Statute 177.101; vacation of street per Florida Statutes 336.09 and 336.10; or exchange per Florida Statute 125.37.

A Plat Vacation petition may or may not require a Public Hearing. A plat vacation petition that does not require a Public Hearing will be presented to the Board of County Commissioners as a consent item on the agenda of a regularly scheduled BCC meeting. If an objection is received from any interested party a Public Hearing is required. If an encroachment occurred prior to October 1, 2003, the vacation petition will not require a Public Hearing unless there are objections from interested parties. If an encroachment occurred subsequent to October 1, 2003, a Public Hearing is required as set forth in Resolution No. 2007-091.

A Street Vacation petition requires a Public Hearing and must be presented to the Board of County Commissioners for approval.

After approval by the Board of County Commissioners, the Final Resolution is recorded in the Public Records. The Petitioner is responsible for all recording fees.

**NOTE: Full processing of a Petition requires approximately 90-120 days. However, unforeseen circumstances, technical clarification, or resolution of conflicts with utilities and/or State or County departments may prolong the processing time. If you should have any questions regarding the process please contact Sarasota County Real Property Division at (941) 861-6607.**