



SPECIFICATIONS FOR VACATION OF EASEMENT AND RIGHT-OF-WAY PLAN REVIEW

Applications: Vacation of Easement / Right-of-Way | Rev. 10/16/2023

INFORMATION: The specifications listed herein are intended to guide applicants with the submittal of a vacation of right-of-way and vacation of easement application. The specifications below are required in order for an efficient and accurate review of applications and plans. Failure to provide the required information will result in the application being deemed incomplete.

The specifications below are divided into the application type and the specific information and requirements needed for each. The specifications for each application type is categorized with sections to assist applicants in organizing the submittal information. See [Development Application Form](#) for digital submittal requirements.

A VACATION OF EASEMENT

SECTION 1 - PLAN SPECIFICATIONS: Plan sets shall adhere to the following order (A & B) and technical specifications. All sheets shall be signed and sealed by the individual responsible for preparing the drawing. Both shall be provided as separate sets.

- A. CURRENT SURVEY**
1. Signed and sealed survey of proposed project site excluding portions of lands not included in the proposal.
 2. Signed and sealed boundary and topographic survey.
 3. Existing above ground improvements including valve boxes, manholes, grates, and other utility features must be shown.
 4. Spot elevations of site, at property corners, along property lines (50' min. interval), existing roadway crowns and pavement edges adjacent to property as appropriate. Elevations shall be referenced to the North American Vertical Datum of 1988 (NAVD 88).
 5. Existing easements and referencing of recorded documents.
 6. Survey shall be based on a Standard Title Commitment issued by a title insurer licensed to do business in Florida or an Opinion of Title issued by an attorney with an effective date no more than thirty days prior to date of submittal of the survey and must be certified to the City of Fort Lauderdale.

- B. SKETCH AND LEGAL DESCRIPTIONS**
1. Sketch and legal descriptions of the proposed area to be vacated prepared by license engineer or survey, signed and sealed.

SECTION 2 - PROJECT NARRATIVES: Project narratives are required for all application submittals. Narratives shall be provided on letterhead, dated, and signed by author.

- **Project Description** detailing the purpose of vacating the easement. Provide as much detail as possible including any proposed development and other related information.
- **Unified Land Development Code Narratives** for the applicable criteria based on application request with point-by-point responses to each criterion stating how the project complies with such. Generally, the following code sections require a narrative; however, the following sections are not inclusive of all criteria.
 - o Section 47-24.7. Vacation of Easement;
 - o Section 47-25.2. Adequacy Requirements.

SECTION 3 - UTILITY LETTERS: Letters must be provided from Florida Power & Light, AT&T, Comcast Cable, TECO Gas and the City of Fort Lauderdale Public Works Department indicating no objections to the vacation of easement.

Utility providers contact information is as follows:

AT&T Carlos Lozano Manager - OSP Engineering Design CL448E@att.com 561.310.5185	CITY DEPARTMENT OF PUBLIC WORKS Roberto Betancourt, P.E. Project Manager II rbetancourt@fortlauderdale.gov 954.828.6982	COMCAST Richard Sees Construction Specialist Richard.Sees@comcast.com 954.774.9781
COMCAST Ricardo Davidson Construction Supervisor RicardoA.Davidson@comcast.com	FLORIDA POWER & LIGHT (FP&L) Daniel Torres Associate Engineer Daniel.Torres@fpl.com 954.717.2063	TECO PEOPLES GAS Joan Domning Specialist, Distribution Engineering JDomning@tecoenergy.com 813.275.3783

B VACATION OF RIGHT-OF-WAY

SECTION 1 - PLAN SPECIFICATIONS: Plan sets shall adhere to the following order (A-E) and technical specifications. All sheets shall be signed and sealed by the individual responsible for preparing the drawing. Both shall be provided as separate sets.

- A. COVER SHEET**
1. Project name
 2. Location map including address and or parcel number(s)
 3. Index of plans submitted including sheet name and number
 4. List of all consultants including contact information
 5. List of franchise and utility service providers for project.
- B. PLAT**
1. Copy of recorded plat.
- C. CONCEPTUAL SITE PLAN**
1. Conceptual site plan of proposed development which is needed for the vacation request.
- D. SKETCH AND LEGAL DESCRIPTIONS**

- E. CURRENT SURVEY**
1. Signed and sealed survey of proposed project site excluding portions of lands not included in the proposal.
 2. Signed and sealed boundary and topographic survey.
 3. Existing above ground improvements including valve boxes, manholes, grates, and other utility features must be shown.
 4. Spot elevations of site, at property corners, along property lines (50' min. interval), existing roadway crowns and pavement edges adjacent to property as appropriate. Elevations shall be referenced to the North American Vertical Datum of 1988 (NAVD 88).



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| <p>1. Sketch and legal descriptions of the proposed area to be vacated prepared by license engineer or survey, signed and sealed.</p> | <p>5. Existing easements and referencing of recorded documents.
6. Survey shall be based on a Standard Title Commitment issued by a title insurer licensed to do business in Florida or an Opinion of Title issued by an attorney with an effective date no more than thirty days prior to date of submittal of the survey and must be certified to the City of Fort Lauderdale.</p> |
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SECTION 2 - PROJECT NARRATIVES: Project narratives are required for all application submittals. Narratives shall be provided on letterhead, dated, and signed by author.

- **Project Description** describing in detail the purpose of vacating the right-of-way. Provide as much detail as possible including any proposed development and other related information.
- **Unified Land Development Code Narratives** for the applicable criteria based on application request with point-by-point responses to each criterion stating how the project complies with such. Generally, the following code sections require a narrative; however, the following sections are not inclusive of all criteria.
 - o Section 47-24.6. Vacation of Rights-of-Way;
 - o Section 47-25.2. Adequacy Requirements.

SECTION 3 - UTILITY LETTERS: Letters must be provided from Florida Power & Light, AT&T, Comcast Cable, TECO Gas and the City of Fort Lauderdale Public Works Department indicating no objections to the vacation. If any easements are required, legal documents must be provided prior to item being scheduled for City Commission. If any facilities need to be relocated, plans satisfactory to that agency must be approved prior to City Commission submittal and such plans must address the following:

- **Utility Relocation Plan** for the applicable criteria based on application request with point-by-point responses to each criterion stating:
 - Utilities (list below) located within the easement and/or right-of-way must be relocated pursuant to a relocation plan; and
 - The owner of the utility facilities must consent to the vacation; or
 - A utilities easement must be retained over the area or portion thereof; or
 - An easement in a different location must be provided for the utility facilities by the owner to the satisfaction of the City; or
 - Any combination of same and utilities maintenance are not disrupted.

Utility providers contact information is as follows:

<p>AT&T Carlos Lozano Manager - OSP Engineering Design CL448E@att.com 561.310.5185</p>	<p>CITY DEPARTMENT OF PUBLIC WORKS Roberto Betancourt, P.E. Project Manager II rbetancourt@fortlauderdale.gov 954.828.6982</p>	<p>COMCAST Richard Sees Construction Specialist Richard.Sees@comcast.com 954.774.9781</p>
<p>COMCAST Ricardo Davidson Construction Supervisor RicardoA.Davidson@comcast.com</p>	<p>FLORIDA POWER & LIGHT (FP&L) Daniel Torres Associate Engineer Daniel.Torres@fpl.com 954.717.2063</p>	<p>TECO PEOPLES GAS Joan Domning Specialist, Distribution Engineering JDomning@tecoenergy.com 813.275.3783</p>

SECTION 4 – PUBLIC PARTICIPATION REQUIREMENTS: Vacation of right-of-way applications are required to notify and conduct public participation as outlined in ULDR Section 47-27.6. Applicants shall provide a signed and notarized affidavit stating compliance with public participation requirements. An affidavit can be downloaded on the City's website.

SECTION 5 - PUBLIC SIGN NOTICE: Vacation of right-of-way applications are subject to public signs notices as outlined in ULDR Section 47-27. Applicants shall provide a signed and notarized affidavit stating compliance with sign posting requirements. An affidavit can be downloaded on the City's website. City planning staff will coordinate with applicants on applicability and timing of posting.

FOR QUESTIONS OR ASSISTANCE:
Urban Design and Planning
954-828-6520
planning@fortlauderdale.gov