



# PRE-APPLICATION FOR PETITION TO VACATE: PROPERTY INFORMATION SHEET

COMPLETE ONE PROPERTY INFORMATION SHEET FOR EACH SEPARATE OWNERSHIP OF ENCUMBERED PROPERTY AND/OR EACH PROPERTY ABUTTING RIGHT-OF-WAY SUBJECT TO VACATING

Please submit this completed form to [RP-Vacating@hillsboroughcounty.org](mailto:RP-Vacating@hillsboroughcounty.org)

- RIGHT-OF-WAY
- EASEMENT
- PLAT

### PETITIONER [PROPERTY OWNER(S)]:

NAME		
MAILING ADDRESS		
CITY	STATE	ZIP
EMAIL	PHONE	MOBILE

**IS THERE A PENDING "CONTRACT FOR SALE" RELATED TO THIS REQUEST?**       YES       NO

IF YES, PLEASE PROVIDE NAMES OF ALL BUYERS ON THE SALES CONTRACT:

### AUTHORIZED AGENT: (IF DIFFERENT FROM ABOVE)

NAME		
MAILING ADDRESS		
CITY	STATE	ZIP
EMAIL	PHONE	MOBILE

### SITE INFORMATION:

ADDRESS OR GENERAL LOCATION, COMMON NAME	
FOLIO NUMBER(S)	
SECTION – TOWNSHIP - RANGE	PLAT BOOK & PAGE OR OFFICIAL RECORD
PLAT NAME	
LOT – BLOCK – TRACT	

**THE SUBJECT PROPERTY IS / IS LOCATED WITHIN A(N)**

- UNPLATTED LANDS
- PLATTED SUBDIVISION
- UNRECORDED SUBDIVISION

**IF WITHIN A SUBDIVISION, IS THERE A HOMEOWNERS ASSOCIATION OR COMMUNITY DEVELOPMENT DISTRICT?**

- YES
- NO

**WHAT IS THE NATURE OF THE COUNTY'S INTEREST IN THE SUBJECT?**

- PLAT
- DEED
- AGREEMENT
- MAINTENANCE
- OTHER
- UNKNOWN

**ARE ANY OTHER DEVELOPMENT APPLICATIONS PENDING?**

- YES
- NO

IF YES, PLEASE THE DESCRIBE NATURE OF THE APPLICATION, LISTING SPECIFIC APPLICATION NUMBERS AND DEVELOPMENT SERVICES STAFF INVOLVED:

**IS THIS REQUEST THE RESULT OF A CODE ENFORCEMENT VIOLATION?**

- YES
- NO

IF YES, PLEASE STATE THE NATURE OF THE VIOLATION, LISTING SPECIFIC CASE NUMBER(S) AND CODE ENFORCEMENT STAFF INVOLVED:

**DOES THIS REQUEST SEEK TO CLEAR AN ENCROACHMENT INTO AN EASEMENT OR RIGHT-OF-WAY?**

- YES
- NO

IF YES, PLEASE COMPLETE THE FOLLOWING INFORMATION:

When was the encroaching structure constructed? \_\_\_\_\_

Was a permit issued for the encroaching structure? \_\_\_\_\_ If yes, permit no. \_\_\_\_\_

If a permit was issued, copies of all surveys, title work, and site plans previously submitted to Development Services must be provided along with this Pre-Application.

**DETAILED REASON FOR VACATING/ADDITIONAL INFORMATION**

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