CHECKLIST FOR PETITION TO VACATE

RIGHT-OF-WAY

Facilities Management & Real Estate Services Department
Telephone: (813) 272-5810
Submission email: RP-Vacating@hcfl.gov

IMPORTANT The average processing time to bring a petition to a public hearing before the BOCC is 6-12 months. Please note that this timeframe is only an estimate. Hillsborough County is not responsible for any delays due to incomplete petitions or extended coordination required to overcome objections to the vacate request.

Petitioners are strongly encouraged to complete the pre-application process prior to submitting a Petition to Vacate. Please visit https://hcfl.gov/government/real-estate/petition-to-vacate for more information.

The following items are required to be submitted with your initial submission:

☐ Completed Petition to Vacate – initialed, signed, and notarized by all owners with an interest in the land underlying the right-of-way requested to be vacated.

☐ Documentation reflecting the petitioner is active and in good standing within its respective state of incorporation and documentation reflecting that the signor is authorized to act on behalf of the entity. *(For Corporations, LLCs, Partnerships, and Trusts only)*

☐ Current Ownership and Encumbrance Reports, dated within 60 days of your initial submission, for:

- ☐ the vacate area; AND
- ☐ each petitioner's parent parcel. *(See HC O&E Report Checklist for detailed requirements.)*

NOTE: These reports must show that property taxes are current on each petitioner's parent parcel.

☐ An accurate description and sketch prepared by a licensed surveyor depicting the right-of-way requested to be vacated. *(See HC Surveyor Checklist for detailed requirements.)*

☐ Letters of No Objection: All property owners adjacent to the right-of-way that do not have an interest in the land underlying the right-of-way requested to be vacated must provide a letter indicating they have no objection to the proposed vacate. A list of these property owners will be provided to you during your pre-application review or upon request.

NOTE: A reimbursement estimate, to be paid by the Petitioner, for right-of-way improvements is required per BOCC policy #08.01.03.00. This estimate will be prepared by Public Works, and a copy will be provided to you by the Project Manager assigned to your vacate project.

Once your submission is deemed complete and ready to be circulated for review by appropriate reviewing agencies and utility providers, the following items will be required upon request by the Project Manager assigned to your vacate project:

☐ An initial, non-refundable processing and review fee of $414.10 (of the total $664.10 fee) in the form of a check made payable to Hillsborough County BOCC.

☐ Certificate of Mailing from the USPS showing that the Notice of Intent to Vacate letters have been mailed to all mortgage holders and surrounding property owners within 150 feet of the vacate area.

NOTE: A copy of this notice, a current list of surrounding property owners, and detailed instructions for mailing will be provided to you.

☐ The remaining fee of $250.00 (of the total $664.10 fee), to defray the cost of public hearing notices and recording fees, in the form of a check made payable to Hillsborough County BOCC.

☐ Certificate of Mailing from the USPS showing that the Notice of Public Hearing letters have been mailed to all mortgage holders and surrounding property owners within 150 feet of the vacate area.

NOTE: A copy of this notice, a current list of surrounding property owners, and detailed instructions for mailing will be provided to you.

NOTE: *Hillsborough County reserves the right to request any additional information as may be necessary to facilitate the processing of the subject petition, including, but not limited to, surveys, maps, photos, attorney's title opinion, etc.*