



City of Longwood Vacation-Abandonment Application

Project Name: _____ Date Submitted: _____

Property Address: _____

Tax ID Number(s): _____

(Available from the Property Appraiser's Office at <http://scpaweb.scpafl.org/v3/>)

Property Acres: _____ Gross Floor Area _____

Current:

Land Use _____ Planning District _____

Proposed:

Future Land Use _____ Planning District _____

Existing Use _____

Proposed Use _____

Owner:

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant:

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

I hereby certify that I have read this application and that the information supplied herein is true and correct to the best of my knowledge. I agree to comply with the current City Codes and Ordinances and County, State and Federal laws regarding land development. I am the property owner, or authorized agent, of the subject property that this petition applies to.

Applicant/Authorized Agent _____

Signature _____ Date _____

Project Number (Completed By Staff)	Project Manager (Completed By Staff)

Intake Staff Person (Completed By Staff)

Application Fee Total
(With Review & Advertising Fee, if applicable)

\$

Fees

Vacation-Abandonment Fees

- \$100 Application Fee
- \$500 Review Retainer
- \$288 Public Hearing Advertising

Submittal Requirements

- Signed letter from applicant explaining the reason for the Vacation request
- A current survey and legal description of both the subject property and the requested vacation area
- Letters of approval or objection from adjacent property owners
- Approval letters from all Utility Companies that service Longwood including but not limited to:

Electric: Duke Energy

Benita Rostel - (407) 942-9657

Gas: TECO-Peoples Gas

Deborah Frazier - (407) 420-6609

Gas: Florida Public Utilities

Michelle Medina – (386) 624-1560

Telephone: CenturyLink

Candace Crim - (407) 830-3650

Cable: Brighthouse Networks

P.J. King – (407) 532-8508

Water and Sewer: City of Longwood

Richard Kornbluh – (407) 263-2388

Meetings

One City Commission Public Hearing

City Commission Hearings are held on the 1st and 3rd Mondays of each month.

Public Notice

The subject property must have notice posted in at least one conspicuous place on the subject site not less than 10 days prior to the City Commission public hearing meeting.

I understand and agree to the cost recovery requirements in Chapter 59 of Longwood City Code and as described on page 2 of this application.

Initials: _____

Cost Recovery Agreement

By signing this application, the applicant understands and agrees that, pursuant to Longwood City Code Chapter 59, all direct costs, expenses and fees incurred by the city relating directly to the review, processing, inspection, or regulation of an application, including but not limited to the time of city consultants, as well as those relating directly to advertising, surveying, legal and engineering for an application or project shall be assessed to the applicant and reimbursed to the City.

For projects in the Historic District, the department may seek the input of a licensed architect with specialization in historic structures to evaluate submittals, the cost of which would be the responsibility of the applicant.

To cover these costs, many applications require a review retainer. The review retainer will be held during the course of review, and returned to the applicant once project review has been completed or the application has been formally withdrawn and after all outstanding invoices are paid. The review retainer is not to be used to pay invoices during the course of review, those will be sent separately to the applicant.

Full payment of all fees is a requirement for City’s final approval of the Application. Following the approval of a permit and the payment of all required fees, or following a written letter from the applicant requesting the application be withdrawn and voided, any remaining balance will be refunded to the applicant, typically within 60 days.

APPLICANT INITIALS _____
