

## City of Cape Canaveral

### PROCEDURE FOR VACATING DEDICATED PUBLIC LAND

Section 110-476 of the City of Cape Canaveral Code of Ordinances allows vacation of public land when it is in the best interest of the City. Below are the procedures to be followed when requesting a Vacation of Public Land:

- a. A letter directed to the Building Official requesting the vacation, stating purpose of request.
- b. Statement affirming the fact that the petitioner will pay for all costs involved, including, but not limited to, engineering, advertising, administrative and recording fees.
- c. If petitioner is not the owner, a notarized affidavit from the owner authorizing the petitioner to act in his behalf in this matter.
- d. Boundary survey of the proposed vacated property, and all contiguous property, signed by a registered surveyor.
- e. Legal description of the proposed vacated property.
- f. If vacation is contingent upon the petitioner dedicating a utility easement to the City, a legal description of the proposed utility easement.
- g. Notarized statement from all contiguous property owners attesting that they approve of the vacation request.

The request must be heard by the Planning and Zoning Board who will make a recommendation to the City Council. All necessary paperwork must be submitted to the Building Official at least 30 days prior to the Planning and Zoning Board meeting at which the request will be heard. The Planning and Zoning Board has regularly scheduled meetings on the 2nd and 4th Wednesdays of every month.

After a recommendation has been made by the Planning and Zoning Board, the City Council will schedule a public hearing on the request (takes approximately six weeks).