



APPLICATION FOR STREET CLOSING or VACATING an EASEMENT

This application must be **typed or printed in black ink** and submitted with any required attachments and application fee of \$130.00(Checks payable to the City of Palatka) to:

APPLICATON #: HPB-_____

DATE RECEIVED: _____

HEARING DATE: _____

TO BE COMPLETE BY APPLICANT

Street Name and segment of street to be closed or legal description of easement to be vacated:

Street Type:

- Paved
- Brick
- Dirt
- Unopened

Total length of the street segment/easement: _____

Total length of street/easement to be closed: _____

Why is the applicant requesting that the street segment be closed, or easement vacated?

If the applicant owns property adjacent to the street segment/easement, attach copy of recorded deed including parcel number

Survey (if required) or drawing of proposed area to be closed/vacated(Attached)

Information

1. Owner Name: _____
2. Owner Address: _____
3. Email Address: _____
4. Phone Number: _____

1. Agent Name: _____
2. Agent Address: _____
3. Email Address: _____
4. Phone Number: _____

Agreement

This application submitted by:

Signature of owner(s): _____

Print owner(s) names(s): _____

Signature of Agent(s): _____

Print Agent(s) names: _____

STATE OF FLORIDA

County of Putnam

Before me this day personally appeared _____, who executed the foregoing application and acknowledged to and before me that _____ executed this document for the purposes there in expressed.

WITNESS my hand and official seal, this ____ day of _____ A.D. _____.

Notary Public

My commission expires: _____ State of Florida at Large

FOR OFFICIAL USE ONLY			
Date Submitted	Received By:	Preliminary review by:	
Sign(s) Posted	Surrounding property owners notices sent:	Legal Ad Ran:	Attachments Reviewed:
Date:	Date:	Date:	<input type="checkbox"/> Legal Description
By:	By:		<input type="checkbox"/> Copy of Recorded Deed
			<input type="checkbox"/> Fees



APPLICATION FOR STREET CLOSING or VACATING an EASEMENT

This application must be **typed or printed in black ink** and submitted with any required attachments and application fee of \$130.00 (Checks payable to the City of Palatka) to:

APPLICATION #: HPB-_____
DATE RECEIVED: _____
HEARING DATE: _____

To Be Notarized

Owner 1 (Print Name): _____

Signature of Owner 1: _____ Date: _____

Owner 2 (Print Name): _____

Signature of Owner 2: _____ Date: _____

Mailing Address: _____

Phone Number(s): _____ Email Address: _____

STATE OF _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by

_____.

(NOTARY SEAL)

Signature of Notary Public

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

For Official Use Only

Date Submitted: _____ Received By: _____ Preliminary Review By: _____

Signs Posted By: _____

Required Attachments Reviewed:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Proposed Site Plan | <input type="checkbox"/> LOA | <input type="checkbox"/> Legal Description | <input type="checkbox"/> Existing Elevations (if changing) |
| <input type="checkbox"/> Product Information | <input type="checkbox"/> Plans (if addition) | <input type="checkbox"/> Photographs | <input type="checkbox"/> Proposed Elevations (if changing) |