



City of Pompano Beach  
 Department of Development Services  
 Planning & Zoning Division

100 W. Atlantic Blvd Pompano Beach, FL 33060  
 Phone: 954.786.4679 Fax: 954.786.4666

**Request for Abandonment Checklist**

**Request for Abandonment: Easement OR Right-of-Way**

**DEADLINE:**

- Initial submission and fee must be received by 5:00 PM on the day of the deadline.
- Electronic file submission must be uploaded into the ePlan system within 24 hours of this deadline.
- Refer to the "Meeting Schedules and Deadlines" document provided on the City's website for submission deadlines.
- To ensure quality submittal, this project will only be added to the DRC Agenda when a complete submission has been uploaded into the ePlan system. If a complete submission is not uploaded by the deadline, the application will be rejected via email.

**Application Review Process:**

Application Type	Step 1	Step 2	Step 3	Step 4
<b>Request for Abandonment</b>	Pre-Application Meeting with Planner	Recommendation from the Development Services Director	Recommendation by the Planning & Zoning Board	Final Decision by the City Commission

**APPLICATION SUBMISSION PROCESS:** Upon reception of the electronic Camino submission, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the ePlan section (see below) shall be uploaded.

**DIGITAL SUBMISSION:** The following digital documents are to be uploaded directly to Electronic Plan Review (ePlan):

<b>ePLAN</b>	<input type="checkbox"/>	The fee and application pages shall be submitted via Camino.	
	<input type="checkbox"/>	Conceptual Site Plan.	<input type="checkbox"/>
	<input type="checkbox"/>	Legal Description ( <b>Digital copy in WORD</b> )	
	<input type="checkbox"/>	Current survey or recorded plat.	<input type="checkbox"/>
	<input type="checkbox"/>	Project Narrative.	
			<b>"Letters of No Objection" from Utilities</b> (See page 3 of 3 for list of companies and sample letter)
			<b>RIGHT-OF-WAY ABANDONMENTS:</b> Attorney's Title Opinion or Certificate of Title dated within the last six (6) months.



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155.2431. RIGHT-OF-WAY OR EASEMENT ABANDONMENT

(Below is a summary of Section 155.2431. For the complete language, please refer to the Zoning Code)

REVIEW STANDARDS

An application for abandonment of a public right-of-way or easement shall be approved only on a finding that all of the following standards are met:

- 1. The right-of-way or easement is not now, or in the foreseeable future, of any benefit to the City or its inhabitants; and
2. Abandonment of the right-of-way or easement is consistent with the comprehensive plan.

PROCEDURE

- 1. Pre-Application Meeting with Planner.
2. Recommendation by the Development Service Director.
3. Recommendation by the Planning and Zoning Board, following a quasi-judicial hearing.
4. Final decision by the City Commission, following a quasi-judicial public hearing.



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**Request for Abandonment Checklist**

**“Letter of No Objection”  
 By Utilities & Governmental Entities**

Utility Service Providers and Governmental/Quasi-Governmental Entities (non-exclusive list)	
<u>Florida Power &amp; Light Company</u> Vaughn Moncrieffe Senior Project Manager Major Projects & Construction Services Florida Power & Light Company Office: 561-745-1589 Cell: 561-389-8038 Submit via: <a href="mailto:vaughn.moncrieffe@fpl.com">vaughn.moncrieffe@fpl.com</a>  Kasey Raymo, Engineering Lead Cell: 561-806-9631	<u>City of Pompano Beach</u> a) Code Compliance <a href="mailto:Mario.Sotolongo@copbfl.com">Mario.Sotolongo@copbfl.com</a> b) Fire Department <a href="mailto:jim.Galloway@copbfl.com">jim.Galloway@copbfl.com</a> c) Public Works Department <a href="mailto:Robert.McCaughan@copbfl.com">Robert.McCaughan@copbfl.com</a> d) Utilities Department <a href="mailto:Nathaniel.Watson@copbfl.com">Nathaniel.Watson@copbfl.com</a> e) CRA (Community Development Agency) <a href="mailto:Kimberly.Vazquez@copbfl.com">Kimberly.Vazquez@copbfl.com</a>
<u>AT&amp;T- Engineering Department</u> 754-295-7754 (Eduardo Barcelo – eb449h@ATT.com) BROWN, ERIC M <a href="mailto:eb3965@att.com">eb3965@att.com</a> ( <a href="mailto:OK1184@att.com">OK1184@att.com</a> ), Radford, Gary <a href="mailto:wr6359@att.com">wr6359@att.com</a>	<u>Comcast – Engineering Department</u> 561-436-9033 <a href="mailto:Michael_Martin2@comcast.com">Michael_Martin2@comcast.com</a>
<u>Teco Peoples Gas – Engineering Department</u> Briana Velez <a href="mailto:bvelez@tecoenergy.com">bvelez@tecoenergy.com</a> Office: 813-460-2040	<u>Florida Department of Transportation (FDOT)</u> *If ROW is a State or County road <a href="mailto:Dan.Marwood@dot.state.fl.us">Dan.Marwood@dot.state.fl.us</a> <a href="mailto:Giancarlo.Martinez@dot.ststae.fl.us">Giancarlo.Martinez@dot.ststae.fl.us</a>

**Sample language for Petitioner’s Letter requesting a “Letter of No Objection”**

Date \_\_\_\_\_

To: *Contact Person and Title*                      From: *Petitioner(s) Name*  
 Utility Company/Government Name      Contact person  
 Department/Division                      Address/City/State/ZIP  
 Address/City/State/Zip                      Phone/Contact Information

**Re: Petitioner/Owner Intent to Vacate \_\_\_\_\_ (see attached Sketch and Legal Description) Found in Section, Township, Range, and Municipality of \_\_\_\_\_ or Unincorporated Broward County Plat Name (if applicable) and Street Address of the subject property.**

The undersigned intends to submit an application for Vacation and Abandonment to Broward County Board of County Commissioners for the referenced property located within the boundaries of referenced municipality/unincorporated Broward.

Please complete the following and return the signed and dated form to the Petitioner/Contact person referenced above:

1. \_\_\_\_\_ We have no objection to the vacation.

2. \_\_\_\_\_ We have no objection to the vacation if the following is satisfied:

3. \_\_\_\_\_ We have an objection as follows: \_\_\_\_\_

Attachments: Sketch & Legal Description    Completed By: \_\_\_\_\_    Date: \_\_\_\_\_