



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

### Request for Abandonment

Request for Abandonment	
<input type="checkbox"/> Easement Abandonment	<input type="checkbox"/> Right-of-Way Abandonment

**DEADLINE:** Initial paper 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 P&Z 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
Request for Abandonment	Pre-Application Meeting with Planner (954-786-7921)	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 **PAPER SUBMISSION** (see below) at the Zoning Inquires counter, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the **DIGITAL SUBMISSION** section (see below) shall be uploaded.

**PAPER SUBMISSION:** The following paper documents are to be submitted to the Planning & Zoning Department:

<b>PAPER</b>	<input type="checkbox"/>	One (1) completed application with original signatures. (pg. 3)
	<input type="checkbox"/>	Proof of ownership if applicable (owner's certificate form must be completed by owner). (pg. 4)
	<input type="checkbox"/>	Application Fee as established by resolution of the City Commission. See <a href="#">Appendix C - Fee Schedule</a> in the Information section of the P&Z webpage.

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

<b>ePLAN</b>	<input type="checkbox"/>	Conceptual Site Plan.	<input type="checkbox"/>	"Letters of No Objection" from Utilities (See page 5 of 5 for list of companies and sample letter)
	<input type="checkbox"/>	Legal Description ( <b>Digital copy in WORD</b> )		
	<input type="checkbox"/>	Current survey or recorded plat.	<input type="checkbox"/>	<b>RIGHT-OF-WAY ABANDONMENTS:</b> Attorney's Title Opinion or Certificate of Title dated within the last six (6) months.
	<input type="checkbox"/>	Project Narrative.		



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### Abandonment Review

#### 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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P&Z#: \_\_\_\_\_

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Easement Abandonment	Right-of-Way Abandonment	
Street Address:	Folio Number:	Zoning District:
Subdivision:	Block:	Lot:
Project Name:		
Date of Pre Application Meeting (Required Before Submittal):		
Type of Easement (if applicable):		
Improvements Located on Property:		

Applicant	Landowner (Owner of Record)
Business Name (if applicable):	Business Name (if applicable):
Print Name and Title:	Print Name and Title:
Signature:	Signature:
Date:	Date:
Street Address:	Street Address:
Mailing Address City/ State/ Zip:	Mailing Address City/ State/ Zip:
Phone Number:	Phone Number:
Email:	Email:
Email of ePlan agent (if different):	



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**OWNER'S CERTIFICATE**

This is to certify that I am the owner of the subject lands described in this application and that I have authorized the filing of the aforesaid application for rezoning.

By signing below, I acknowledge that development applications must have a determination by the governing municipality of approved, approved with conditions, or denied within 120 days from a complete submittal for projects that do not require final action through a quasi-judicial hearing or a public meeting and within 180 days from a complete submittal for projects that do require final action through a quasi-judicial hearing or a public meeting per FL Stat § 166.033 and the Pompano Beach Code Section 155.2303.F.3. It is the responsibility of the applicant to receive all final Development Orders and receive this determination within the allotted timeframe. If the applicant fails to resubmit an application within 30 calendar days after being first notified of deficiencies of the submittal, the application shall be considered withdrawn and a \$100 non-refundable administrative fee will apply (155.2303.F.2.b). Additionally, if all required approvals are not received within the allotted timeframe the application will automatically be denied unless both the City and the applicant agree to an extension of time (155.2303.I).

**Owner's Name:** \_\_\_\_\_  
(Print or Type)

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
(Zip Code)

**Phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

\_\_\_\_\_  
(Signature of Owner or Authorized Official)

**SWORN AND SUBSCRIBED** before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by means of  
[ ] physical presence or [ ] online notarization.

\_\_\_\_\_  
**NOTARY PUBLIC, STATE OF FLORIDA**

\_\_\_\_\_  
(Name of Notary Public: Print, stamp, or Type as Commissioned.)

[ ] Personally know to me, or

[ ] Produced identification: \_\_\_\_\_  
(Type of Identification Produced)



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## Request for Abandonment

### **“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>  a) FPL Pompano Service Center (north County) 330 SW 12 Ave, Pompano Beach, FL 33069 (954-956-2014)  b) FPL Wingate Service Center (mid County) 3020 NW 19 St, Ft. Lauderdale, FL 33311 (954-978-7012)  c) FPL Gulfstream Service Center (south County) 4000 Davie Road, Davie, FL (954-442-6398)	<u>City of Pompano Beach</u>  a) Dept. of Development Services <a href="mailto:Daniel.Keester@copbfl.com">Daniel.Keester@copbfl.com</a>  b) Code Enforcement <a href="mailto:Msotolongo@cgsolutions.com">Msotolongo@cgsolutions.com</a>  c) Fire Department <a href="mailto:Peter.McGinnis@copbfl.com">Peter.McGinnis@copbfl.com</a> <a href="mailto:Robin.Burn@copbfl.com">Robin.Burn@copbfl.com</a>  d) Public Works Department <a href="mailto:Robert.McCaughan@copbfl.com">Robert.McCaughan@copbfl.com</a>  e) Utilities Department <a href="mailto:Randolph.Brown@copbfl.com">Randolph.Brown@copbfl.com</a>  f) CRA (Community Development Agency) <a href="mailto:Horacio.Danovich@copbfl.com">Horacio.Danovich@copbfl.com</a>
<u>AT&amp;T- Engineering Department</u> 8601 W Sunrise Blvd, Plantation, FL 33322 (954-476-2734)	<u>Comcast – Engineering Department</u> 2601 SW 145 Ave, Miramar, FL 33027 (954-534-7380)
<u>Teco Peoples Gas – Engineering Department</u> 5101 NW 21 Ave #460, Ft. Lauderdale, FL 33309 (954-453-0817)	<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>

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

Date

To: *Contact Person and Title*

Utility Company/Government Name

Department/Division

Address/City/State/Zip

From: *Petitioner(s) Name*

Contact person

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 no objection as follows: \_\_\_\_\_

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