Application Process and Guidelines for Preparing to File a Petition to Release for: Easements, Roads, Right-of-Ways, or Alleys Established by Plat; or Public Roads, Right-of-Ways Established by Deed or Instrument

The petition to release process is comprised of three steps: the pre-application meeting, application process, and the public hearing. The latter two steps are described in this document.

Pre-Application Meeting:

The first step in the petition to vacate process for public right-of-way or platted easements is a no-cost review of your request. During this review, staff will make non-binding recommendations regarding your request, as well as, provide a preliminary indication as to whether staff plans to support or object to the petition at the public hearing. To initiate this first step in the petition to vacate process, go to the Petition-to-Vacate Pre-Application Meeting Request Form.

Please note that regardless of any staff objections that may arise from the above-mentioned review process, the applicant has the full right and ability to submit the Petition to Vacate Application and proceed to the Board of County Commissioners for the Board to consider the petition.

Application Process:

The second step in the petition to vacate process is the completion and submittal of an application packet. An application packet includes the application, sketch and legal description, and letters of review and recommendation as described below. A completed application packet, with all requested documentation, is submitted to the Administrative Services Department for review and verification. Once staff review and verification is complete, and the petitioner decides to proceed, the petition is submitted to the Pinellas County Board of County Commissioners for their consideration at a public hearing.

1. Complete the online Petition to Vacate Application. Please ensure the application contains the following additional information, as applicable:
   - Names and addresses of all petitioners and the original signature for each petitioner on the application where indicated.
   - Address of the subject property, if different than the petitioner’s address.
   - A Proof of Payment Certificate from the County Tax Collector’s Office confirming that all current year and previous year taxes have been paid.
   - Petition for a public right-of-way extending beyond what abuts your property: All adjacent property owners sign as joint petitioners.
   - Release of platted lots: Include PROOF OF OWNERSHIP in form of an affidavit of ownership from the title company or from your attorney, or a copy of your deed.
• Release of a portion of an easement: Include a copy of your deed and a copy of the easement.
• Request includes portions of platted lots located within city limits: The City needs to process the release of the interest in the remaining lots, a certified copy of the City resolution approving the release is required to be submitted as part of the package.

2. Obtain a SKETCH AND LEGAL DESCRIPTION prepared, signed, and sealed by a Registered Professional Land Surveyor. Please note that the legal description needs to describe only the portion of the property interest to be released and should be submitted in an 8.5” x 11” format. A boundary survey, which is different from a sketch and legal description of your property, is not required or acceptable unless your request is to release an entire plat in preparation for redevelopment.

3. Submit letters of review and recommendation. These letters are sent by the applicant. A sample letter along with the names and addresses of various utility companies that must be contacted are included on Pages 5-7 of this document. All response letters are to be returned to the applicant submitted with the application. A letter is also required from your homeowner’s association, if applicable. The respondents will indicate either an objection or no objection to the requested vacation.

Once the above three steps have been completed, the application, sketch and legal description, and letters of review and recommendation are ready to submit to the Administrative Services Department for staff review, and recommendation to the Board of County Commissioners (BCC). At the time the completed application is submitted, a non-refundable $350.00 application fee, made payable to the Board of County Commissioners is required to begin the petition process. You will be notified by mail when the County staff review of the application is complete. If you decide to continue the application process, you will be required to submit the Petition to Release form, together with a $400.00 filing and advertisement fee made payable to the Board of County Commissioners. Upon receipt of the check and the form by the Administrative Services Department, the petition to release request will be prepared by County staff for presentation to the BCC as a public hearing agenda item.

Please include the following additional letters as applicable:

1. Pond or retention area: If your property has a pond or retention area, or a portion of a pond or retention area, or any other Southwest Florida Water Management District (SWFWMD) permitted facility, please contact SWFWMD and request a Letter of “No Objection”, a copy of the original SWFWMD permit for the pond and/or retention area and a copy of the Transfer of Maintenance, if applicable. Once this information is obtained please request a Letter of “No Objection” from the current Maintenance Entity as stated on the permit or on the Transfer of Maintenance. The Maintenance Entity is usually the homeowner’s association for your subdivision and is usually responsible for maintaining the pond or retention area in accordance with the permit conditions. The letter from the homeowner’s association as the Maintenance Entity, is a separate letter than the letter from the homeowner’s association as referenced in #3 above.

2. Property abuts municipal limits: If your property abuts property inside City limits, please contact that City for a Letter of “No Objection”.

3. Submerged and platted public right-of-way: If your application involves such right-of-way, please request a Letter of “No Objection” from the State of Florida Department of
Environmental Protection using the contact information provided on the additional agencies page.

4. Adjacent to a State Road: If your petition involves platted public right-of-way that is adjacent to a State Road, please request a Letter of “No Objection” from the Florida Department of Transportation using the contact information provided on the additional agencies page.

**Potential Additional Required Action:** A vacation may not be all that is required to achieve your goals. It is recommended that you contact the Pinellas County Building & Development Review Services Department (BDRS) at (727) 464-3888 to determine if a variance from the Board of Adjustment and Appeals is also needed. If so, the BDRS Department staff can assist you with that process.
Public Hearing:

The third step in the petition to vacate process is the public hearing. A public hearing is required for the petition to release process. The steps necessary to prepare for a public hearing include:

1. **ADVERTISING**
   In accordance with Florida State Statutes, the date of the Public Hearing will be advertised by publishing legal notice in a newspaper of general circulation in the county in which the parcel of land is located. The advertisement is placed in the newspaper by the Clerk of the Circuit Court, Board Records Section. The Administrative Services Department will coordinate this activity.

2. **POSTING**
   In accordance with Pinellas County’s Administrative Services Department Policies and Procedures, the date of the public hearing may be posted by a sign placed upon your property by County personnel several days prior to the hearing. The Administrative Services Department will coordinate this activity. **PLEASE DO NOT REMOVE THE SIGN** until after the public hearing.

3. **NOTIFICATION**
   Notification of the public hearing date will be mailed to you and your adjacent neighbors by the Clerk of the Circuit Court. You or your representative are encouraged to attend the public hearing to answer any questions that may arise. Please be aware that if the BCC has questions during the hearing that cannot be answered by County staff, the petition to vacate could be denied or deferred.

Following the meeting, you will be notified by mail from the Clerk of the Circuit Court’s Board Records Section of the results of your petition and the Board of County Commissioners’ decision. Copies of the recorded resolution and other pertinent documents will be included with that notification letter.

If you have any questions at any time during this process, please do not hesitate to contact:

Josh Rosado  
Real Property Specialist II  
509 East Avenue  
Clearwater, Florida, 33756  
(727) 464-3503
Letters of review and recommendation are required with the Petition to Vacate Application. These letters are sent by the applicant. Below is a sample letter and the names and addresses of various utility companies that must be contacted. All response letters are to be returned to the applicant and submitted with the application. The letters should include the sketch and legal description of the property. A letter is also required from your homeowner’s association, if applicable. The respondents will indicate either an objection or no objection to the requested vacation.

**SAMPLE LETTER**

The suggested format for requesting a “LETTER OF REVIEW AND RECOMMENDATION”

*(Please fill out completely with all your information requested below)*

(Date)

(Your Name)
(Street Address)
(City, State, Zip Code)
(Your Telephone Number)

(Contact Person)
(Utility Company Name)
(Department/Division, if applicable)
(Street Address)
(City, State, Zip Code)

Re: Petition to Release: See attached Legal Description
Section, Township, Range
Street address of the subject property

Dear:

Please provide a letter in response to the above-referenced Petition to Release, indicating either “No Objection” or “Objection,” to the address listed above. Thank you for your consideration of this request.

Sincerely,

(Your Signature)
NAMES & ADDRESSES for LETTERS OF REVIEW AND RECOMMENDATION

PLEASE ASK EACH UTILITY TO USE YOUR PROPERTY ADDRESS IN THE REFERENCE LINE ON THE LETTERS OF NO OBJECTION.

SPECTRUM (Cable Service north of Belleair Road)
Attn: Oswaldo (Ozzie) Perez, Field Engineer II (oswaldo.perez@charter.com)
700 Carillon Parkway, Suite 6
St. Petersburg, Florida 33716
Phone # - (727) 329-2817

SPECTRUM (Cable Service south of Belleair Road)
Attn: Ted Bingham, Field Engineer III (Ted.Bingham@mybrighthouse.com)
700 Carillon Parkway, Suite 6
St. Petersburg, Florida 33716
Phone # - (727) 329-2847

WOW! (Wide Open West) (Cable Service for Unincorporated County)
Attn: James Sandman, Construction Manager (james.sandman@wowinc.com)
3001 Gandy Boulevard North
Pinellas Park, Florida 33782
Phone # - (727) 239-0156

PINELLAS COUNTY UTILITIES (Water & Sanitary Sewer Service)
Attn: Josh Rosado
Real Property Division (jrosado@pinellascounty.org)
509 East Avenue South
Clearwater, Florida 33756
Phone # - (727) 464-3503

DUKE ENERGY FLORIDA (Distribution) & (Transmission)
Attn: Duke Energy Land Services Department (vacate@duke-energy.com)

FRONTIER COMMUNICATIONS (VERIZON) (Phone Service)
Attn: Stephan Waidley (Stephan.waidley@ftr.com)
1280 Cleveland Street
Clearwater, Florida 33755
Phone# - M 941-266-9218

TECO PEOPLES GAS (Gas Service)
Attn: Joan Domning (jdonnings@TECOENERGY.com)
8416 Palm River Road
Tampa, Florida  33719
Phone # - (813) 275-3783

TECO ELECTRIC (Electric Service)
Attn: Taylor Leggatt (TJLeggatt@TECOENERGY.com)
P.O. Box 111
Tampa, Florida 33601
Phone# - (813) 228-1424
PLEASE NOTE: If your neighborhood receives gas line service, a Letter of “No Objection” is required from whichever company provides that service; i.e. TECO Peoples Gas, Suburban Propane, etc.

ADDITIONAL AGENCIES TO BE CONTACTED AS APPLICABLE

STATE OF FLORIDA Department of Environmental Protection (DEP)
(Copies of pond permits – 1978 through 1984)
Southwest District Office
Phone # (813) 470-5700

Title & Land Records
(Letter of “No Objection” for submerged right of way)
Phone # (850) 245-8336

STATE OF FLORIDA Department of Transportation (DOT)
(Platted public right-of-way adjacent to a State Road)
11201 North McKinley Drive
Tampa, Florida 33612
Phone # (813) 975-6495

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT (SWFWMD)
(Copies of SWFWMD permits)
Richard Alt or Alberto Martinez
7601 Highway 301 North
Tampa, FL 33637
Phone # (813) 985-7481 Ext. 2045