HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
ENGINEERING
505 S. Commerce Ave., Sebring, Florida 33870
Office (863) 402-6877 Fax (863) 402-6548 www.highlandsfl.gov

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Procedures and Policy for VACATING PLATS (F.S. 177.101)

STEP 1

A written petition, and the following items must be submitted to the County Engineer requesting a public hearing date to consider vacating the specified plat. All items are required before an application may be deemed complete, and before a public hearing date can be set.

a. Written Petition (Form Attached)

b. Notice of Public Hearing (Form Attached)

c. Resolution to Vacate (Form Attached)

d. Two (2) maps of area involved:

1. **1" = 200' scale aerial photograph/tax map overlay** (available at the County Property Appraisers Office located on the first floor of the Government Center).
2. **Copy of the recorded plat** (available in the Recording Office located on the second floor of the Government Center). With the petitioned area, or border shaded in red.

e. Letters from all utility companies in the affected area of the subject road. **If any easements are requested by any utility or the County, a 50-year title search, with all documentation attached, on the properties affected will be required.**

f. A letter from the Highlands County Road & Bridge Superintendent (4344 George Boulevard, Sebring, Florida 33872) approving, conditionally approving, or disapproving the closing of subject road.

g. The Petitioner shall attach a letter from the County Zoning Supervisor (501 South Commerce Avenue, Sebring, Florida 33870) stating the "the vacating of the petitioned plat will not cause non-conforming use of any property."

h. For vacation of plats either in whole or part, it must be shown that the Petitioner owns fee simple title to the whole or that part of the tract covered by the plat sought to be vacated. Additionally, it must be shown that the vacation by the County will not affect the ownership or right of convenient access of persons owning other parts of the subdivision.

i. Petition for vacation of plats either in whole or in part must be accompanied by certificates showing that all State and County taxes have been paid.

j. Processing fee as adopted by the Board, made payable to the Highlands County Board of County Commissioners.

STEP 2

The public hearing date will be set by the County Engineer and will be established approximately thirty (30) days from the date the petition is received and application deemed complete. The Notice of Public Hearing will then be mailed to the Petitioner for publication (see **STEP 3**).

A letter recommending approval or denial of petition will be issued by the County Engineer within approximately two weeks of the completed application and a copy forwarded to the Petitioner or representative for his information prior to the hearing.

STEP 3

Petitioner shall publish the Notice of Public Hearing in not less than two weekly issues of a newspaper of general circulation in Highlands County prior to the date stated therein for such hearing. "Proof of publication" must be received in the County Engineer's Office prior to the public hearing date. Petitioner, or a representative, is responsible for attending the Board meeting, to explain why the petition is necessary, when the public hearing is held.

STEP 4

If such tract or parcel of land is within the corporate limits of any incorporated city or town, the governing body of the county shall be furnished with a certified copy of a resolution of the town council or city commission, as the case may be, showing that it has already by suitable resolution vacated such plat or subdivision or such part thereof sought to be vacated.

STEP 5

After the public hearing is held and the Resolution to Vacate has been adopted by the Board, the County Engineering Department shall forward to the Finance Department the following:

a. Proof of Publication of Notice of Public Hearing
b. **Certified Copy** of the Resolution to Vacate
c. Check made payable to Clerk of Courts for recording fee

Finance Department will forward the original documents to the Recording Department. Finance will distribute copies of recorded documents to the County Engineer's Office. The County Engineer's Office will send copies to the Petitioner of record.

Adopted by Highlands County Board of Commissioners on 11/06/2007.

SAMPLE UTILITY LETTER

Date

Name of Utility

Street Address

City, State & Zip code

Dear Utility Representative ,

Please review the enclosed copy of a petition being submitted to the Highlands Board of County Commissioners regarding a Vacation of Plat for the purpose of (enter reason why) . After your review, please send a Letter of No Objection (or Objection, if any) in the enclosed self-addressed stamped envelope. The legal description for the plat to be vacated is as follows:

_____

_____

_____

_____

_____

_____

_____

_____

Sincerely,

Printed Name

Street Address

City, State & Zip Code

Phone Number

Email (optional)

PETITION

TO: HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
C/O ENGINEERING DEPARTMENT
505 SOUTH COMMERCE
AVENUE SEBRING, FLORIDA
33870

FROM: _____

_____

_____

This is to Petition the Board of County Commissioners to consider vacating a plat, as shown on the attached map, legal description as follows:

_____

_____

_____

_____

The petition is being requested for the following reason:

_____

_____

_____

I will publish the Notice of Public Hearing in not less than two weekly issues of a newspaper of general circulation in Highlands County prior to the date stated therein for such hearing and will have proof of publication in your office prior to the date of hearing.

_____

Signature of Petitioner

Attachments: (MAP)
Proof of Publication
Certificates Showing Taxes Paid

SAMPLE UTILITY LETTER

Date

Utility Company
Street Address
City, State Zip code

Dear Utility Representative:

Please review the enclosed copy of a petition being submitted to the Highlands County Board of County Commissioners regarding a Vacation of Road for the purpose of _____**state reason why here**___. After your review, please send a Letter of No Objection (or Objection, if any) in the enclosed self-addressed stamped envelope. The legal description for the Road to be vacated is as follows:

_____

_____

_____

_____

_____

_____

_____

_____

Sincerely,

Signature

Printed Name
Mailing Address
Phone Number
Email (Optional)

SAMPLE

Electric Companies

Duke Energy

https://www.duke-energy.com/community/trees- and-rights-of-way/vacate-request

****LETTERS FROM BOTH DEPARTMENTS LISTED BELOW ARE NEEDED****

Distribution Department

and

Transmission Department

Vacate@duke-energy.com

Service Area: Portions all over County

Peace River Electric Cooperative Inc.

Engineering Department
PO Box 1310
Wauchula, FL 33873
(800) 282-3824 Option #2

Service Area: Portions all over Highlands County

FL Power and Light

Donna Padgett
825 NE 34th Ave
Okeechobee, FL 34972
(863) 467-3708
(800) 343-7941

Service Area: Kissimmee River Estates

Glades Electric Coop., Inc

Staking Technician/Engineer
PO Box 519
Moore Haven, FL
33471 (863) 946-0061
(863) 946-6262 Fax

Service Area: Southern portions of Sebring, Lake Placid

TECO – Tampa Electric

Engineering
Department Attn:
Real Estate
PO Box 111
Tampa, FL 33601
(813) 635-1500
(813) 228-1111

Service Area: Portions all over Highlands County

Gas Companies

AmeriGas

Service Manager
2812 Silverstar Rd.
Orlando, FL 32808
(800) 263-7442

Service Area: Portions all over Highlands County

Coker Fuel, Inc./Sebring Gas

Jerry Melendy
3515 US 27 S
Sebring, FL 33870-5452
(863) 385-0194
(863) 385-3423 Fax
sebringgas@floridasbestgas.com

Service Area: Portions all over Highlands County

Ferrellgas

(866) 544-3121

Only call if you have a Ferrellgas tank on your property.

Service Area: Portions all over Highlands County

FL Gas Transmission (AKA) Call Before You Dig

Dial 811

Help Desk (713) 989-2035

Service Area: Portions all over Highlands County

Suburban Propane

Engineering Dept.
PO Box 856
Tallevast, FL 34270
(941) 755-1531

Service Area: Portions all over Highlands County

TECO Peoples Gas

Curt Quisenberry
600 W. Robinson St.
Orlando, FL 32801
(407) 420-6657
jcquisenberry@tecoenergy.com

Service Area: Portions all over Highlands County

Miscellaneous Companies

Lumen/Century Link

Florida Office
6630 Orion Dr
Fort Myers, FL 33912
(239)437-1700

nre.easement@lumen.com

Service Area: Portions all over Highlands County

Comcast

Construction SWFL
12600 Westlinks Dr. Suite#4
Fort Myers, FL. 33913
Cell 941-914-7844

Wesley_Vaughn@cable.comcast.com

Service Area: Portions all over Highlands County

Road & Bridge Department

Jonathan Harrison
Road & Bridge Director
4344 George Blvd.
Sebring, FL 33875
(863) 402-6529
jharrison@highlandsfl.gov

Service Area: Portions all over Highlands County

Zoning Department

Cynthia Kramer
Zoning Department
501 South Commerce Ave Sebring, FL 33870
(863) 402-6640
pandz@highlandsfl.gov

Service Area: Portions all over Highlands County

Building Department

Building Official
501 South Commerce Ave
Sebring, FL 33870
(863) 402-6643
hlopez@highlandsfl.gov

Water/Sewer Companies

City of Avon Park

City Manager
110 E Main St
Avon Park, FL 33825
(863) 452-4403
(863) 452-4413 Fax

Service Area: Portions of Avon Park

City of Sebring

Bob Boggus, Utilities
Director 321 N Mango St.
Sebring, FL 33870
(863) 471-5112
(863) 471-5148 Fax
BobBoggus@mySebring.com

Service Area: Portions of Sebring

Pugh Utilities Services Inc.

Danny Holmes
760 Henscratch Rd.
Lake Placid, FL 33852
(863) 465-6911
(863) 465-5159 Fax
Pus79@outlook.com

Service Area: Country Walk Subdivision

Placid Lakes Utilities

Nathan Brewer
410 Washington Blvd NW
Lake Placid, FL 33852
(863) 465-0345
(863)465-1313 Fax

Service Area: Placid Lakes Subdivision

Sebring Ridge Utilities

Chris Miller
3625 Valerie Blvd
Sebring, FL 33870
(863)385-8542
(863)402-0407

Service Area: Sewer only in The Crossings

Short Utilities

Wendell Faircloth
1527 Valiant Ave
Sebring, FL 33870
(863) 471-1400

Service Area: Hickory Ridge & Valencia Acres

Water/Sewer Companies

Spring Lake Improvement District

Joe DeCerbo
115 Spring Lake Blvd
Sebring, FL 33876
(863) 655-1715
(863)655-4430 Fax

Service Area: Spring Lake Improvement District

Sun N' Lake Improvement District

Raymond Bossert, General Mgr.
5306 Sun N' Lake Blvd
Sebring, FL 33872
(863) 382-2196
(863) 382-2988
tcannady@snldistrict.org

John Martinez (Sewer)
(863) 382-2196
jmartinez@snldistrict.org

Service Area: Sun N' Lake Estates of Sebring

Town of Lake Placid/Placid Utilities

Town Administrator/Utilities Director
1069 US Hwy 27 N
Lake Placid, FL 33852
Utilitiesdirector@mylakeplacid.org
(863) 699-3747
(863) 699-3749 Fax

Service Area: Lake Placid City Limits, Tomoka Heights, Lake June areas, Highway Park, Lake Huntley areas

US Water Services Corporation

Ron DeRossett (Utility Manager)
4939 Cross Bayou Boulevard
New Port Richey, FL 34652
(866)753-8292
(904) 540-9765

Service Area: Lake Josephine Area

****** PLEASE NOTE ******

If your property is within an improvement district, a letter must be received from that improvement district. The two improvement districts in Highlands County are:

Spring Lake

Sun N' Lake Estates of Sebring