



# RIGHT OF WAY VACATION APPLICATION CITY OF KEY WEST, FLORIDA • PLANNING DEPARTMENT

Address: 1300 White Street • Key West, Florida 33040

Phone: 305-809-3764

Website: [www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov)

### Application Fee Schedule

|                                       |                    |
|---------------------------------------|--------------------|
| Vacation of City Property Application | \$ 1,474.11        |
| Advertising and Noticing Fee          | \$ 376.81          |
| Fire Department Review Fee            | \$ 134.01          |
| <b>Total Application Fee</b>          | <b>\$ 1,984.93</b> |

For each additional easement on the same parcel there is an additional fee of \$670.05

This application and all required attachments must be submitted to the City Planning Department at 1300 White Street, or mailed to Planning Department, City of Key West, PO Box 1409, Key West, FL 33041.

Please complete the following:

1. Site Address \_\_\_\_\_

2. Name of Applicant \_\_\_\_\_

3. Applicant is Owner \_\_\_\_\_ Authorized Representative \_\_\_\_\_  
(Attached Authorization Form must be completed)

4. Address of Applicant \_\_\_\_\_

5. Phone Number of Applicant \_\_\_\_\_

6. Name of Owner, if different than above \_\_\_\_\_

7. Address of Owner \_\_\_\_\_

8. Phone Number of Owner \_\_\_\_\_

9. Parcel RE# \_\_\_\_\_

10. Description of specific location of requested Vacation. Also by separate attachment provide proposed legal description for property to be vacated. \_\_\_\_\_

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11. Description of current use(s) of property.

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12. Projected/future use(s) or re-use(s) of requested property (Please be specific)

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13. Are there any existing easements, deed restrictions or other encumbrances attached to the subject property? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please describe and attach relevant documents.

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14. Please describe the projected impacts of the proposed vacation on public services now and in the future.

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15. Please describe the impact on adjacent properties as well as major areas or land uses currently benefiting from a public service or system that uses the subject easement or right-of-way.

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The following items must be included with this application:

- ❖ Copy of a **recorded warranty deed** showing ownership and a legal description of the subject property
- ❖ Two (2) **signed and sealed** site surveys illustrating buildings and structures existing on property, as well as area of request
- ❖ Photographs of area of requested vacating of property
- ❖ Total Application Fee payable to the City of Key West
- ❖ Notarized Verification Form
- ❖ Notarized Authorization Form (if applicable)