



# LEON COUNTY ABANDONMENT APPLICATION

Make application to:  
**Leon County Development Support & Environmental Management**  
Phone: 850-606-1300

***NOTE: A pre-submittal meeting with Department of Development Support & Environmental Management is highly encouraged in order to provide comments prior to formal submittal of an abandonment application***

1. Type of Abandonment:  Release of Easement  
Type of Easement:  Utility  Stormwater  Access/Parking  
 Abandonment of Right-of-Way  Closure of a Public Street  
Street Name: \_\_\_\_\_

2. Property Owner Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Telephone No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

3. Applicant (Optionee) Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Telephone No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

4. Agent Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Telephone No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

5. Parcel Identification Number: \_\_\_\_\_

6. Zoning District: \_\_\_\_\_

7. Acreage of square footage of area applicable to abandonment: \_\_\_\_\_

8. For each abandonment application, remit **\$960** application review fee (includes \$360 for direct notice and legal advertisement) to the Department of Development Support and Environmental Management (DSEM). Make checks payable to Leon County, Florida.
9. The owner/applicant may be required to execute an agreement to hold Leon County harmless in the event that damage results to the owner's property as a consequence of the abandonment. The owner/applicant shall be required to contact the County Attorney's office and, if required by the County Attorney, complete such agreement before the abandonment request may be approved.
10. Applications should be made to the Department of Development Support and Environmental Management, 435 N. Macomb St, 2<sup>nd</sup> Floor, Renaissance Center, Tallahassee, Florida 32301.
11. Applications will be reviewed by several departments. DSEM will make a formal recommendation regarding the application and forward the application to the Board of County Commissioners for final decision at the next available public hearing (this takes six to eight weeks). Should you have any questions regarding this process, feel free to contact DSEM at 606-1300.

### **ABANDONMENT CHECKLIST**

**Include all items below with your application:**

- A. Completed Leon County Abandonment Application (**original**) and \$960 fee.
- B. Completed Owner's Affidavit for property adjacent to right-of-way to be abandoned or property on which easement to be abandoned is located (**original**).
- C. Legal description of all property proposed for abandonment, closure, or release of easement.
- D. Survey identifying pre and post conditions for the area to be abandoned which includes any structures or other easements.
- E. Narrative description of the request and the basis for it. Narrative needs to include a description of what will become of the area to be abandoned (i.e., absorbed by adjacent parcels, converted to open space, etc.).
- F. Sketch or survey showing the approximate location of all known utilities, structures and driveways within 300 feet.
- G. Letter of support from each abutting property owner, or a statement setting forth the reason such letter of support is not available (not required for a release of easement).