



LEON COUNTY ABANDONMENT APPLICATION
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 Abandonment of Right-of-Way
 Closure of a Public Street
- Type of Easement: Utility Stormwater Access/Parking

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, a **\$960** application review fee is required (includes \$360 for direct notice and legal advertisement).
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 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 SUBMITTAL CHECKLIST

All items below are required:

- A. Completed Leon County Abandonment Application (**original**). Payment will be completed through the DSEM website.
- 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).

Revised April 5, 2024