

Right-of-Way Vacation



Meet with Site Plan Review Committee (SPRC)

Contact the Planning Department for appointment
Telephone: (386) 676-3238 or E-mail at
comdev@ormondbeach.org

Applicant obtains letters of no objections to release from easement holder

Notes:
*Obtain a sketch and legal description of area of easement to be released.
*For ROW vacations, no objection letters from (1) City of Ormond Beach, (2) FPL, (3) AT&T, (4) Spectrum, and (5) TECO gas are required.

Submit public hearing application

Submittal requirements:

1. Application.
2. Required fee.
3. Sketch and legal description of area of right-of-way to be released.
4. Deed for the property abutting the property.
5. Letter requesting vacation.
6. Plat of where right-of-way was dedicated.

SPRC review – approval or Request for Additional Information (RAI)

Review notes for SPRC:

1. Review of sketch and legal description.
2. Right-of-way divided among property owners on each side of right-of-way.
3. Must make determination that there is no public purpose for the right-of-way to be released.

City Commission Resolution – Notice of Intent to Vacate

Denied
Appeal to Circuit Court

Resolution approved or denied

Advertising City staff responsibility:
*Legal advertisement in newspaper at least 10 days prior to the City Commission meeting.
*Notify abutting property owners to the right-of-way by certified mail.

Approved

City Commission Ordinance, 1st reading

Advertising City staff responsibility:
*Display advertisement of the Notice of Intent Resolution.
*Notify abutting property owners to the right-of-way by certified mail.

City Commission Ordinance, 2nd reading

Advertising City staff responsibility:
*Legal advertisement in newspaper at least 10 days prior to the City Commission meeting.

Ordinance approved or denied

Denied
Appeal to Circuit Court

Right-of-way vacated