

CITY OF CORAL GABLES

STREET, ALLEY, AND EASEMENT VACATION GUIDELINES

CHECK LIST

APPLICANT(S) MUST RETURN THE FOLLOWING:

1. Application
2. Certified Survey
3. Letter of Intent
4. Waiver of Objections
5. Filing Fee \$6,000.00
(Ordinance No. 0-2015-17)
6. List and Mailing Labels of Property Owners within a minimum 1000' radius

***For vacating of streets and alleys, the applicant is considered: All property owners abutting the proposed right of way to be vacated**

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DATE:

APPLICATION FOR VACATION OF A STREET, ALLEY OR EASEMENT (PLEASE CHECK IF APPLICABLE ITEM)

Vacation of Street

Vacation of Alley

Vacation of Easement

PLEASE PRINT OR TYPE:

1.

Name of Applicant(s)

Street Address

City, State, Zip

Telephone Number

CHECK APPROPRIATE BOX

Rent

Own

Mailing Address

City, State, Zip

Telephone Number

2. A. General description of R.O.W. or easement to be vacated (survey with legal description to be attached).

B. Dimension of proposed vacation: Length in feet:

Width in feet:

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Please read carefully and comply with all instructions which apply to your request in order to avoid an incomplete application and resultant delay.

LIMITATION AUTHORITY

The Development Review Committee is charged with the responsibility of making an investigation, holding hearings, and submitting recommendation to the City Manager on requests for street, alley, and easement vacations. The hearing determination of vacating a street, alley, and easement is vested with the City Commission.

PRELIMINARY REVIEW

It is advisable to discuss the application with the staff of the Engineering Division in order to avoid filing is completely future or incomplete application.

INCOMPLETE APPLICATION

All required exhibits and supplementary data must be submitted at the same time as the application is filed, or the application will be determined to be incomplete. Incomplete applications will not be accepted and will be returned to the applicant.

FILING AND HEARING FEES

At the time of filing the application, the applicant shall pay a filing fee of \$1,500 (Ordinance 0-2004-34, Section 5) to pay the cost of processing the application.

EXHIBITS AND DATA

- A. GENERAL: All exhibits and data submitted in connection with the application becomes a part of the public records of the City of Coral Gables.
- B. LETTER OF INTENT: All applicants must be accompanied by a letter of intent. Please describe in detail in the letter of intent the proposed use of the vacated property or easement, also explain to what extent the request would serve the public benefit which would warrant the granting of the request. The letter of intent shall also contain a statement that all costs relative to the relocation of any and all utilities, pavements, sidewalks, curbing and removal of same where discontinued shall be borne by the applicant.
- C. CERTIFIED SURVEY: All applications must be accompanied by a certified survey prepared by a registered land surveyor showing the dimensions of any locations of the street and alley to be vacated. The survey shall also show the following, located within the proposed vacation:

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1. Location of power poles.
2. Location of telephone poles.
3. Location of underground telephone, power lines.
4. Location and size of water lines.
5. Location and size of gas lines.
6. Location of sanitary sewer lines.
7. Location and size of stormwater lines.
8. Location and size of soakage pits.
9. Location of all manholes.

D. **WAIVER OF OBJECTION:** Attach letter from the following utility companies stating whether or not they have objections to the vacation of the street and/or alley.

1. Miami-Dade Water & Sewer Department / Jose Cueto 305-665-7471
2. Florida Power & Light Company / Francisco Cantero 305-442-5333 / fcantero@fpl.com
3. AT&T / Steve Low 305-222-8745
4. City Gas Company of Florida / Oscar Paez 305-835-3622
5. Comcast / Leonard Maxwell 954-447-8405 / leonard_maxwell-newbold@cable.comcast.com
6. City of Coral Gables Utilities Division / Jorge Acevedo 305-460-5006 / jacevedo2@coralgables.com
7. For other telecommunications companies or contacts: Public Works' Permits Section: 305-460-5026 / pwpermits@coralgables.com

PLEASE NOTE:

1. No hearing will be scheduled or heard on an incomplete or inaccurate application.
2. Application forms are available at the City of Coral Gables, Permits Section, 2800 S.W 72nd Avenue , Miami, Florida: 305-460-5026 / pwpermits@coralgables.com
3. If making payments with checks, make checks payable to the CITY OF CORAL GABLES.
4. It is advisable to discuss your application with the staff of the Permits Section in order to avoid a completely futile or incomplete application.

THIS APPLICATION, WITH ALL REQUIRED SUPPLEMENTAL DATA AND INFORMATION, MUST BE COMPLETED IN CONFORMITY WITH THE ATTACHED INSTRUCTIONS AND THEN RETURNED TO THE SECRETARY OF THE STREET AND ALLEY VACATION COMMITTEE WITH THE APPROPRIATE APPLICATION FEE.

I HAVE READ AND UNDERSTAND THE FOREGOING INSTRUCTIONS.

DATE

APPLICANT(S) (PRINT OR TYPE) APPLICANT(S) SIGNATURE