



# VACATION OF RIGHT-OF-WAY/ EASEMENT

## Required for Application Process

1. Filing fee for vacation of easement or right-of-way - \$300 filing fee
2. Before the City Commission can review the case the following must be submitted to the Community Improvement Department:
  - a. Completed Development Review application
  - b. Proof of ownership of the property: i.e. deed, title abstract
  - c. A survey of the property showing all existing site improvements signed and sealed by a surveyor within the past three years showing that portion to be vacated including a legal description.
3. The following letters of, "No Objection" are required:
  - a. Bighthouse
  - b. Verizon
  - c. TECO Gas
  - d. Duke Energy
  - e. Florida Department of Transportation
  - f. Pinellas County Department of Environment and Infrastructure
  - g. City of Treasure Island Public Works director
  - h. Others where applicable
4. Applicants to the City Commission are required to notify neighbors within a 200 foot radius of their property. Notices will be prepared by the City for certificate of mailing delivery by the applicant. The postal receipt shall be returned to the Community Improvement Department 10 days prior to the date of the public hearing.
5. If applicant cannot appear in person, a designated representative shall be present and a notarized letter so stating shall be submitted with the application.

**Treasure Island Community Improvement Department  
120 108<sup>th</sup> Avenue, Treasure Island, FL 33706  
727-547-4575 Ext 239**