



## CITY OF TALLAHASSEE ABANDONMENT REQUEST FORM

Make application to:

### TALLAHASSEE – LEON COUNTY PLANNING DEPARTMENT

Phone: 850-891-6400 Fax: 850-891-6404

- 1) Applicant's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
E-Mail Address \_\_\_\_\_
  
- 2) Agent's name (if applicable) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
E-Mail Address \_\_\_\_\_
  
- 3) Property Tax I.D. Number(s) \_\_\_\_\_  
\_\_\_\_\_
  
- 4) Zoning District \_\_\_\_\_
  
- 5) Acreage of Property \_\_\_\_\_
  
- 6) Acreage of square footage of  
area applicable to abandonment \_\_\_\_\_
  
- 7) Please submit the following and provide (12) copies each:
  - a) A description of the abandonment request. Please indicate in writing the nature of your request. Include why you want this property abandoned. Responses may be brief.
  
  - b) A legal description and boundary survey of the affected property. This survey must include a depiction of area requested to be abandoned; the dimensions of the area requested to be abandoned; a legal description of the property; and, a legal description of the area requested to be abandoned. This survey and legal description must be signed and sealed by a professional surveyor licensed to practice in Florida.
  
  - c) A vicinity map with a north arrow.

- d) A portrayal of environmentally significant features. On a site plan drawn to the same scale as the legal survey, depict (if applicable) a generalized portrayal of wetlands, watercourses, water bodies, floodplains and areas subject to flooding, native forests, mature successional forests, listed species, severe or significant grades and closed basins, and to the extent known, the location of proposed stormwater management facilities/systems.

In addition, if requesting the abandonment of all or a portion of an existing subdivision, please furnish the following materials and provide (12) copies each:

- e) A sketch plan indicating all existing and approved development infrastructure, and facilities on site and within 300 feet of the area requested to be abandoned: water, sanitary sewer, storm sewer, electrical and gas distribution lines, pipes, fire hydrants, pump and lift stations, etc.; all stormwater management facilities, and all roads, service access points, sidewalks, bus stops, open spaces and recreation facilities.
- f) A sketch plan indicating all existing and proposed in common ownership within the subdivision. Provide six (6) copies.

**8) For each abandonment application, remit \$650 (\$350 for processing and \$300 for legal advertisement). Make checks payable to the City of Tallahassee.**

9) The owner/applicant may be required to execute an agreement to hold the City of Tallahassee 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 City Real Estate Division (891-8711) and, if required by the City Real Estate Division, complete such agreement before the abandonment request may be approved.

10) Applications are processed according to the following review schedule:

- 1) Public notification;
- 2) Staff review (approximately 1 – 2 weeks);
- 3) Planning Department provides a recommendation, based on staff reviews and public comments (approximately 1 week, commencing after staff review)
- 4) The Tallahassee-Leon County Planning Commission holds a public hearing and provides a recommendation on the application (approximately 1 month to 6 weeks after the application is filed)
- 5) The City Commission holds a public hearing and approves or denies the application (typically within 1 month after the Planning Commission public hearing)

11) The Planning Department will provide legal notice of the Planning Commission and City Commission public hearings to consider this application. Legal notice will be published in the *Tallahassee Democrat* and additional notices will be sent to owners of property within 500 feet of the affected property via U.S. mail.

12) Should you have questions about this process or require assistance completing this application, please contact the Current Planning Division of the Tallahassee-Leon County Planning Department at 891-8600.