



Nassau County Public Works

96161 Nassau Place
Yulee, Florida 32097
904-530-6225

PROCEDURES FOR VACATION, ABANDONMENT, OR CLOSING OF A ROAD, ROADWAY, STREET, ALLEYWAY, LOT OR SUBDIVISION PLAT.

Applications for Abandonment of right-of-way must be submitted to the Engineering Services Department between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. The application must be accompanied by a \$368.00 review fee, \$100 legal fee and a certified mailing fee of \$6.80 for each property owner and utility company with utilities located within 300 feet of proposed abandoned property. These fees are non-refundable. The following items must be included at time of submittal.

- 1.) Completed original application form.
- 2.) Names and mailing address of all owners and utility companies with utilities within a 300 feet radius of the proposed vacated/abandoned property. The applicant shall obtain this information from the Nassau County Property Appraiser's website (www.nassauflpa.com).
- 3.) Licensed surveyor or attorney must certify a legal description of the road, roadway, Street, alleyway, lot or subdivision proposed to be abandoned.
- 4.) A tax map showing the property or portion of the property must be highlighted.

The applicant shall be responsible for providing the required documents as stated above. The Public Works Department cannot assist in the preparation of the required documents.

Upon receipt of completed application and fees:

- 1.) The Public Works Department will forward the application to the Board of County Commissioners.
- 2.) The Board of County Commissioners will set a time and date for a public hearing.
- 3.) The County will forward all necessary legal advertisements to the local newspaper for advertisement. The advertisement shall run for two (2) consecutive weeks prior to the public hearing.
Payment for the advertisement is the sole responsibility of the applicant and is payable directly to the newspaper in which it was published.
- 4.) Upon approval of the application, the Board of County Commissioners will adopt a resolution vacating / abandoning the proposed property.



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**APPLICATION FOR VACATION, ABANDONMENT, OR CLOSING OF A ROAD, ROADWAY,
STREET, ALLEYWAY, LOT OR SUBDIVISION PLAT.**

Address or General Location: _____

Property Identification Number: _____

PART ONE - APPLICANT INFORMATION:

Applicant:

Name: _____

Address: _____

Telephone Number: _____ **Fax Number:** _____

Owner (If same as Applicant N/A)

Name: _____

Address: _____

Telephone Number : _____ Fax Number: _____



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PART TWO: PROPERTY INFORMATION

Legal Description of the Area to be Abandoned (attach separate sheet if necessary):

Existing Condition of the Right-of-Way (i.e. Improved / Unimproved, is it being utilized for access):

Intended Use of the Right-of-Way:



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OWNER'S CONSENT AND DESIGNATION OF AGENCY

I, _____ the owner of the following described property

(Give legal description):

Hereby petition the Nassau County Board of County Commissioners for the abandonment of right-of-way herein described and understand that in the event this abandonment request is granted, I shall receive and be responsible for property obtained pursuant to the abandonment,

And affirm that _____
 (Applicant's / Agent's Name)

Is hereby designated to act as agent on my behalf to accomplish the above.

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of Nassau County Board of County Commissioners and are not returnable.

 (Owner's Signature)

The foregoing instrument was acknowledged before me this ____ day of _____, 20
 by _____ who is personally known to me or has produced _____
 (type of document provided) as identification and who did /did not take an oath.

 (Printed name of Notary)

 (Signature of Notary)

Commission Number: _____, My Commission **Expires** _____

(NOTARY SEAL)