



City of Pompano Beach
Department of Development Services
Planning & Zoning Division

100 W. Atlantic Blvd Pompano Beach, FL 33060

Phone: 954.786.4679 Fax: 954.786.4666

Request for Abandonment Checklist

Request for Abandonment: Easement OR Right-of-Way

DEADLINE:

- Initial submission and fee must be received by 5:00 PM on the day of the deadline.
- Electronic file submission must be uploaded into the ePlan system within 24 hours of this deadline.
- Refer to the "Meeting Schedules and Deadlines" document provided on the City's website for submission deadlines.
- To ensure quality submittal, this project will only be added to the DRC Agenda when a complete submission has been uploaded into the ePlan system. If a complete submission is not uploaded by the deadline, the application will be rejected via email.

Application Review Process:

Application Type	Step 1	Step 2	Step 3	Step 4
Request for Abandonment	Pre-Application Meeting with Planner (954-786-7921)	Recommendation from the Development Services Director	Recommendation by the Planning & Zoning Board	Final Decision by the City Commission

APPLICATION SUBMISSION PROCESS: Upon reception of the electronic Camino submission, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the ePlan section (see below) shall be uploaded.

DIGITAL SUBMISSION: The following digital documents are to be uploaded directly to Electronic Plan Review (ePlan):

	<input type="checkbox"/>	The fee and application pages shall be submitted via Camino.	
ePLAN	<input checked="" type="checkbox"/>	Conceptual Site Plan.	<input type="checkbox"/> "Letters of No Objection" from Utilities (See page 3 of 3 for list of companies and sample letter)
	<input checked="" type="checkbox"/>	Legal Description (Digital copy in WORD)	
	<input checked="" type="checkbox"/>	Current survey or recorded plat.	<input type="checkbox"/> RIGHT-OF-WAY ABANDONMENTS: Attorney's Title Opinion or Certificate of Title dated within the last six (6) months.
	<input checked="" type="checkbox"/>	Project Narrative.	



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155.2431. RIGHT-OF-WAY OR EASEMENT ABANDONMENT

(Below is a summary of Section 155.2431. For the complete language, please refer to the Zoning Code)

REVIEW STANDARDS

An application for abandonment of a public right-of-way or easement shall be approved only on a finding that all of the following standards are met:

1. The right-of-way or easement is not now, or in the foreseeable future, of any benefit to the City or its inhabitants; and
2. Abandonment of the right-of-way or easement is consistent with the comprehensive plan.

PROCEDURE

1. Pre-Application Meeting with Planner.
2. Recommendation by the Development Service Director.
3. Recommendation by the Planning and Zoning Board, following a quasi-judicial hearing.
4. Final decision by the City Commission, following a quasi-judicial public hearing.

Request for Abandonment Checklist

"Letter of No Objection" By Utilities & Governmental Entities

Utility Service Providers and Governmental/Quasi-Governmental Entities (non-exclusive list)	
Florida Power & Light Company a) FPL Pompano Service Center (north County) 330 SW 12 Ave, Pompano Beach, FL 33069 (954-956-2014) b) FPL Wingate Service Center (mid County) 3020 NW 19 St, Ft. Lauderdale, FL 33311 (954-978-7012) c) FPL Gulfstream Service Center (south County) 4000 Davie Road, Davie, FL (954-442-6398) Megan Bailey Megan.Bailey@FPL.com Mike S. Keightley Mike.S.Keightley@fpl.com	City of Pompano Beach a) Code Enforcement Mario.Sotolongo@copbfl.com b) Fire Department Peter.McGinnis@copbfl.com Robin.Burns@copbfl.com c) Public Works Department Robert.McCaughan@copbfl.com d) Utilities Department Randolph.Brown@copbfl.com e) CRA (Community Development Agency) Kimberly.Vazquez@copbfl.com
AT&T- Engineering Department 8601 W Sunrise Blvd, Plantation, FL 33322 (954-476-2734) BROWN, ERIC M eb3965@att.com (OK1184@att.com), Radford, Gary wr6359@att.com	Comcast – Engineering Department 2601 SW 145 Ave, Miramar, FL 33027 (800)934-6489 Maria_Nunez@comcast.com
Teco Peoples Gas – Engineering Department 5101 NW 21 Ave #460, Ft. Lauderdale, FL 33309 (954-453-0817) mjchamorro@tecoenergy.com	Florida Department of Transportation (FDOT) *If ROW is a State or County road Dan.Marwood@dot.state.fl.us

Sample language for Petitioner's Letter requesting a "Letter of No Objection"

Date _____

To: *Contact Person and Title*

Utility Company/Government Name

Department/Division

Address/City/State/Zip

From: *Petitioner(s) Name*

Contact person

Address/City/State/ZIP

Phone/Contact Information

Re: Petitioner/Owner Intent to Vacate _____ (see attached Sketch and Legal Description) Found in Section, Township, Range, and Municipality of _____ or Unincorporated Broward County Plat Name (if applicable) and Street Address of the subject property.

The undersigned intends to submit an application for Vacation and Abandonment to Broward County Board of County Commissioners for the referenced property located within the boundaries of referenced municipality/unincorporated Broward.

Please complete the following and return the signed and dated form to the Petitioner/Contact person referenced above:

1. _____ We have no objection to the vacation.
2. _____ We have no objection to the vacation if the following is satisfied:
3. _____ We have no objection as follows: _____

Attachments: Sketch & Legal Description Completed By: _____ Date: _____