

Development Review Process

Village Council

You will need to apply 3 weeks prior to the Technical Staff Review (TSR) you want to be placed on and TSR meets the second and fourth Thursday of each month at 9:00 a.m. These meetings for the foreseeable future will be done via Zoom. You will receive a TSR Agenda prior to the meeting and within that agenda will be the login instructions. After the Application has been deemed Certified which means all the documents are correct and accurate you will be scheduled for the Village Council Meeting within 30 days. The Village Council meets the third Thursday of every month at 6:30 p.m. and these meeting are in person at the Village Council Chambers.

Should you wish to make a presentation at a meet via Power Point, you need to send the Power Point presentation to the Village's Information Systems Department by 2:00 p.m. the day of the Village Council meeting. The email address to send the presentation is as follows: InformationSystems@royalpalmbeachfl.gov.



EASEMENT ABANDONMENT APPLICATION SUBMITTAL CHECKLIST

Application Name: _____

- Easement Abandonment Application
- Applicable Fees (application and legal review deposit)
- Last Recorded Warranty Deed
- Applicable Consent Forms
- Justification / Statement of Use
- Survey and or Plat (marked up versions showing the easements to be abandoned and a clean version without markups)
- Utility Consents

*** In order to optimize the software used to process the application please use Internet Explorer Browser.**

Notes / Other items:



Village of Royal Palm Beach, Florida

1050 Royal Palm Beach Boulevard Royal Palm Beach, Florida 33411
Telephone (561) 790-5131 Fax (561) 790-5129
Planning & Zoning

EASEMENT ABANDONMENT APPLICATION

| |
|---|
| Permit No _____ Date _____ |
| GENERAL INSTRUCTIONS Applicant must fill in all information relative to the work. The checklist of requirements for this permit, if any, must be completed and included with this application submittal. Note: Separate applications may be required for multiple abandonment requests on same parcel and Applicant will be charged for the cost of any advertisements, if necessary. |
| PROPOSED LOCATION PCN _____ Plat and/or Subdivision (If applicable) _____ Address _____ Legal Description(Attach Separate Page If Necessary) _____ Does this application have a companion application? Permit No. _____ Has this property received Zoning approval in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Approved ____ / ____ / ____ |
| APPLICANT INFORMATION Owner _____ Address _____ City _____ State _____ Zip _____ Phone _____ E-Mail Address _____ |
| PROPERTY OWNER INFORMATION Owner _____ Email _____ Company _____ Address _____ City _____ State _____ Zip _____ Phone _____ Alt. Phone _____ Signature of Owner _____ |
| NATURE OF EASEMENT TO BE ABANDONED <input type="checkbox"/> DEDICATED TO PUBLIC AND/OR RIGHT(S)-OF-WAY* <input type="checkbox"/> UTILITY EASEMENT Letters of Response from the following Utility Companies are required for Utility Easement Abandonment: <input type="checkbox"/> FP&L <input type="checkbox"/> COMCAST <input type="checkbox"/> AT&T <input type="checkbox"/> FLORIDA PUBLIC UTILITIES <input type="checkbox"/> PBC WATER UTILITIES *If dedicated to the public, the easement abandonment request must receive approval from Village Council |
| DESCRIPTION OF REQUEST Such public right-of-way and/or easement should be abandoned because: _____ _____ Such public right-of-way and/or easement has been and is being used as follows: _____ _____ |

OWNER CONSENT

(This consent must be completed by **ALL** property Owners)

I _____, the fee simple owner of the following described property (give legal description)
(Owner's Name)

hereby petition the Village of Royal Palm Beach for abandonment of an easement and/or right(s)-of-way for property described above.

I certify that I have examined the application and all statements and information provided is true and accurate to the best of my knowledge. I consent to inspection and photographing of subject property by the Planning & Zoning staff for purposes of consideration of this application. I understand that this application, attachment and fees become part of the Official Records of the Village of Royal Palm Beach and are not returnable or refundable.

Owner Signature

Date

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this _____ day of _____ 201__, by _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

Signature of Notary

(SEAL)

SUBMITTAL REQUIREMENTS

- _____ Completed Application
- _____ Application Fee (\$500.00)
- _____ 1-hour Legal Review Deposit (\$225.00)
- _____ Survey
- _____ Owner Consent
- _____ Utility Consent(s)

STAFF COMMENTS

STAFF APPROVAL

Planning & Zoning _____
Village Council _____

Date _____
Date _____