



CITY OF NICEVILLE

Community Development Department
Planning – Building – Inspections – CRA
208 Partin Drive N, Niceville, FL 32578
850-279-6436 – www.cityofniceville.org

APPLICATION FOR VACATION OF RIGHT-OF-WAY, EASEMENT, PLAT

Date: _____

Applicant name: _____

Applicant is: Property owner _____ Authorized agent* _____
*Attach verification affidavit

Applicant Address: _____

Applicant Telephone: _____

Property Owner Name: _____

Property Address: _____

Parcel ID Number: _____

Type of Vacation Requested (check all that apply)

- Right-of-Way (ROW) Vacation
- Easement Vacation
- Plat Vacation / Annulment

Area to be Vacated

Describe the area to be vacated (attach a legal description and exhibit map).

Purpose / Justification

Explain why the vacation is requested and how it meets applicable City criteria.

Narrative:

ROW Vacation Findings (complete if ROW is involved)

- Consistent with the Comprehensive Plan.
- ROW is not the sole legal access to any parcel.
- Remaining access is not dependent solely on an easement.
- Does not jeopardize existing or future utilities (letters attached).
- Not detrimental to the public interest (safety/circulation/future needs).

Easement Vacation Details (complete if easement is involved)

Easement Type(s): _____

Recording Reference (Plat Book/Page or OR Book/Page):

Utility/Provider Letters Attached? (Y/N): _____

Replacement Easement Proposed? (Y/N) – describe if yes:

Plat Vacation / Re-plat Details (complete if plat is involved)

Plat Name: _____

Plat Book / Page: _____

Lots/Blocks/Tracts Affected: _____

Surveyor Exhibit / Re-plat Drawing Attached? (Y/N): _____

Access impacts addressed and exhibit attached? (Y/N): _____

Certification: I do hereby certify and affirm that the information represented in this application is true and correct to the best of my knowledge. I also give my permission for city staff to enter upon the property involved at any reasonable time for purposes of inspections or posting of notices.

Applicant typed or printed name

Applicant signature

Date

Required Information & Materials

- Completed application form + fee
- Proof of authority to apply (and notarized owner authorization if needed)
- Proof of ownership (deed)
- Boundary survey (≤ 2 years) and legal description of vacation area
- Exhibit map(s) showing vacation area highlighted
- Utility/provider letters (if applicable)
- Proposed replacement easement documents (if applicable)
- Surveyor re-plat/mylar exhibit (if applicable)
- Consistency / public interest narrative and supporting exhibits