

**TOWN OF PALM BEACH  
ABANDONMENT OF DEDICATED PUBLIC PROPERTY  
(RIGHT-OF-WAY AND EASEMENTS)**

**A pre-application meeting with the Public Works Department (Town Engineer) is required prior to submission of application for abandonment of dedicated public property.**

**Application Form**

In accordance with "Town of Palm Beach Code of Ordinances, Chapter 106, Article IV. Vacation and Abandonment of Streets and Easements," please complete this application for Abandonment of Dedicated Public Property. Submit an application fee of \$1,000.00 and one original plus twenty (20) copies of the signed application to the Director of Public Works, Town of Palm Beach, 951 Old Okeechobee Road, West Palm Beach, FL 33401. A privilege fee of 100 percent of the total land value of the petitioned site may be required upon approval of the application by the Town Council, and a portion of the application fee may be credited towards the privilege fee.

1. APPLICANT'S NAME:

ADDRESS:

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2. TYPE OF PUBLIC PROPERTY TO BE ABANDONED (Easement or Right-of-Way):

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3. PROPERTY ADDRESS:

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4. LEGAL DESCRIPTION OF PETITIONED SITE: **(Provide legal description and a scaled map, drawing or plat showing the area involved and the location of the specific property of interest to be abandoned. Label as "EXHIBIT A")**

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5. REASON FOR ABANDONMENT REQUEST: (Use additional sheets, if necessary, and label as "EXHIBIT B")

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6. NAME AND ADDRESSES OF ALL PROPERTY OWNERS WITHIN 300 FEET OF THE PETITIONED SITE: (Use additional sheets, if necessary, and label as "EXHIBIT C")
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7. ATTACH CONSENT LETTERS FROM **ALL** UTILITY PROVIDERS LISTED BELOW WHETHER THEY HAVE FACILITIES IN THE PETITIONED SITE OR NOT:

- |  |  |
|--|--|
| <input type="checkbox"/> BellSouth               | <input type="checkbox"/> Florida Public Utilities                  |
| <input type="checkbox"/> City of West Palm Beach | <input type="checkbox"/> Town of Palm Beach - Electrical Bureau    |
| <input type="checkbox"/> Adelphia Cable TV       | <input type="checkbox"/> Town of Palm Beach - Water Resources Div. |
| <input type="checkbox"/> Florida Power & Light   | Other: _____   |

**CHECK-MARK (✓) ONLY THOSE UTILITY PROVIDERS OCCUPYING THE PETITIONED SITE**

8. APPLICANT'S SIGNATURE:

9. DATE:

I Certify that the information given in this application is true and correct to the best of my knowledge.

_____	_____
_____	_____

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_,  
\_\_\_\_\_, who is personally known to me, or showed \_\_\_\_\_  
(type of identification; i.e., driver's license number, etc.), and who did take an oath.

(NOTARY SEAL)

\_\_\_\_\_  
NOTARY PUBLIC - STATE OF FLORIDA

Print Name: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

\_\_\_\_\_  
For Use by Public Works Department  
\_\_\_\_\_

CHECK NO.: \_\_\_\_\_

TOWN COUNCIL HEARING:

AMOUNT OF CHECK: \_\_\_\_\_

DATE: \_\_\_\_\_ RESOLUTION # \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_



**Town of Palm Beach**  
**Public Works Department**  
**Easement Consent Form**

Persons (title holder) seeking to place prohibited structures, hedges, trees etc. within easements must complete this form for each public utility (easement holder) listed herein, and submit the fully completed forms to the Palm Beach Public Works Department. The applicable public utilities for which a separate Easement Consent Form is required are: Sanitary Sewer and Storm Sewer-Palm Beach Public Works Dept.; Public Works Electric-Palm Beach Public Works Dept.; Cable TV-Adelphia; Franchised Electric Service Provider- FPL; Telephone-BellSouth; Water-City of West Palm Beach Utilities Dept.; Gas-Florida Public Utilities. In the event there are no public utility objections, the applicant will be required to execute and record an Agreement for Use of Rights-of-Way and/or Easements, a copy of which must be secured from the Palm Beach Public Works Department. The Town of Palm Beach, in its sole discretion, may reject any request to place obstacles within an easement regardless of there being no utility company objections to the same.

TO: \_\_\_\_\_

Name of Easement Holder

ADDRESS: \_\_\_\_\_

To whom it may concern:

I am the record title holder of property located at \_\_\_\_\_

I propose to apply for a permit from the Town of Palm Beach to construct or install a \_\_\_\_\_

\_\_\_\_\_ in the \_\_\_\_\_

easement on my property, the legal description of this property being:

Property Control No. \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ or

Metes & Bounds \_\_\_\_\_

\_\_\_\_\_

I understand that your company will not be responsible in any way for repairs to, or replacement of, any portion of the above referenced improvement(s) and that any removal or replacement of this improvement necessary for your use or access of this easement will be done at the expense of the property owner or their successors in interest.

Owner's Typed/ Printed Name \_\_\_\_\_

Owner's Signature \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE. FOR UTILITY COMPANY USE ONLY.

Please check off one box below and complete on behalf of utility company.

ACKNOWLEDGMENT:

- We agree to the proposed improvement under the circumstances described above.
- We do not agree to the proposed improvement under the circumstances described above.

Name of Easement Holder \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Send to: Public Works Department  
 PO Box 2029  
 Palm Beach, FL 33480  
 Phone 838-5440 Fax 835-4691

To be completed by notary public to authenticate utility company signatory  
 STATE OF FLORIDA  
 COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this date \_\_\_\_\_ by (Name of Person Acknowledging) \_\_\_\_\_, who has produced Type of I.D. \_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_  
 (Signature of person taking acknowledgment)

SEAL

\_\_\_\_\_  
 (Name of officer taking acknowledgment typed, printed or stamped)

\_\_\_\_\_  
 (Title or rank)

\_\_\_\_\_  
 (Serial number, if any)