



**Vacation of Easement  
Vacation of Right of Way**

(Section 23-221 Lake Wales Code of Ordinances)  
City of Lake Wales, Development Services Department  
201 Central Ave. West, PO Box 1320, Lake Wales, FL 33859-1320  
Phone: (863) 678-4182 Ext. 714- Fax: (863) 678-4050

Date: \_\_\_\_\_ Application Number: \_\_\_\_\_

Parcel ID Number: R \_\_\_\_\_ T \_\_\_\_\_ S \_\_\_\_\_ Subdivision \_\_\_\_\_ Parcel \_\_\_\_\_

Staff Review: \_\_\_\_\_ City Commission Approval: \_\_\_\_\_

1. LOCATION OF PROPERTY ABUTTING EASEMENT OR RIGHT-OF-WAY REQUESTED FOR VACATION:

\_\_\_\_\_  
(Number, Street and Zip Code)

2. ACCOMPANYING MATERIAL REQUIRED:

**Vacation of Easement**

- 1. Letter of Request
- 2. Documentation of Approval from Public & Private Utilities
- 3. Legal Description and map of area to be vacated (10 copies)
- 4. Impact of Closure
- 5. Copy of recorded easement
- 6. Authorization statement for agent on company letterhead or notarized

**Vacation of Right-of-Way**

- 1. Letter of Request
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3. IDENTIFICATION:

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Agent: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Engineer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**The owner of this property and the undersigned agree to conform to all applicable laws of the City of Lake Wales and to all applicable Federal, State and County laws.**

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Phone**

- If the owner of record for the property is an entity, such as a corporation, other than an individual (s), the legal representative must provide proof of authorization to act as the legal agent.

\_\_\_\_\_  
**Applicant's Name**

\_\_\_\_\_  
**Project Name**

Section 23-242 Establishment of review fees- City of Lake Wales Code of Ordinances

**(Fees adjusted October 1, annually)**

**Office Use Only**

Review Fee: Cashier Payment Memo

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

Check Number: \_\_\_\_\_

Account Number:

Code:

001-341-510-000-000 Planning & Development Fee: 121 \$ \_\_\_\_\_

001-369-006-000-000 Public Notice: 132 \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Recording Fees will be applied at a later date upon vacation approval.  
**(Fees subject to change without notice.)**