



Board of Sumter County Commissioners

Vacating of Roads, Rights-of-Way and Easements Checklist for SCC Chapter 20, Article II

Adopted: January 10, 2012

Table of Contents

Section

Checklist 101

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS		SECTION NO: 101
Vacating Roads, Rights of Way and Easements		
Title: Checklist		
Effective Date: January 10, 2012		Page Number: 1 of 2

Checklist

- Petition Application, including all supporting documents and fee received by Clerk to the Board.
 - Legal Description of property to be vacated.
 - The instrument that identifies the title or interest which the County and the public hold in the property sought to be vacated.
 - Proof that the County did not acquire for more than a nominal amount, the road, right-of-way or easement sought to be vacated.
 - A list of all persons likely to be affected by the road closing.
 - A certification from the petitioner that the vacating will not deprive other persons of access to and from their property, whether the access involved is a binding, legal access, by prescription, or otherwise (Roads and Rights-of-Way).
 - Certifications from public utility companies that the vacating will neither interfere with the utility services being provided, nor encroach unreasonably on their easement.
 - A statement of reasons why the petition should be granted.
 - A statement as to how the vacating relates to the County comprehensive plans, long-range goals, and trends in the area of the property sought to be vacated.
 - Fees Paid. See Sumter County Code of Ordinances Section 20-18. The minimum fee for filing a petition is \$350.00. The fee for rescheduling and republication is \$200.00.
- Clerk forwards Petition Application Package to County Public Works Division.
- Petition Application reviewed and researched by the Engineering Branch.
- Engineering Branch prepares and submits Executive Summary to Board of County Commissioners for agenda to establish a hearing date (at least 30 days notice). Prepares Quit Claim Deed for approval AFTER petition is granted and then recorded at same time final documents are recorded to ensure documents are recorded in proper order for chain of title.
- County Administrator provides his recommendation.
- BOCC sets public hearing dates.
- Clerk prepares Resolution to set hearing date and Chairman executes same.
- Clerk prepares/sends letter to petitioner advising of hearing date and location.
- Engineering Branch posts Notice of Hearing signs in field (Take picture and file).
- Clerk notifies newspaper thirty (30) days prior to hearing.
- Clerk notifies newspaper one (1) week prior to hearing

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS		SECTION NO: 101
Vacating Roads, Right of Way and Easements		
Title: Checklist		
Effective Date: January 10, 2012		Page Number: 2 of 2

- Received from petitioner: A certification that at least thirty (30) days prior to the hearing on petition, petitioner has notified in writing, certified mail return receipt requested, all persons listed likely to be affected by road closing.
- Petition approved at hearing
- Clerk prepares Resolution which the Chairman signs granting petition.
- Engineering Branch removes Notice of Hearing signs.
- Clerk notifies newspaper of Petition Closure (Printed once).
- No objections by public after thirty (30) days of being published by newspaper.
- Quit Claim approved by BOCC.
- Resolution documents and proofs of publication recorded in the official records of the County. (Clerk).
- Clerk sends Official Record to petitioner and Public Works Division.
- Engineering Branch notifies the GIS Staff associated with Public Works and Development Services Divisions.
- 90 days for all re-addressing purposes and notifying 911 personnel. (GIS Development Services Division).
- Public Works Division removes all County signs within Right-of-Way.