



TOWN OF PEMBROKE PARK PLANNING & ZONING DIVISION

3150 SW 52nd Avenue Pembroke Park, Florida 33023
954.966.4600
www.tppfl.gov

RIGHT-OF-WAY VACATION APPLICATION CHECKLIST

The following checklist is designed to assist the applicant in preparing the required materials for review. The application will **not** be accepted if all required items are not present at the time of submittal. The following items are required as part of complete application for a Right-of-Way Vacation:

Completed Town of Pembroke Park Right-of-Way Vacation Application.

Proof of Property Ownership (i.e., deed, property appraisers, or contract to purchase)

One (1) copy of a 24"x36" Conceptual Site Plan.

One (1) copy of a 24"x36" Plat/Survey dated within the last twelve (12) months.

Legal Description (Digital copy in WORD).

Written Narrative describing project details and why the vacation is necessary. It must be on letterhead, dated, signed with author indicated in (.pdf) format.

Letters of " No Objection" from affected Utility Providers.

Appropriate fees (download from P&Z website).

<http://pembrokeparkfl.civiccms.acsitefactory.com/town-planner/pages/applications-and-fee-schedule>

***An Application for Abandonment of public right-of-way or easement shall be approved only on a finding that all of the standards are met: ***

1. The right-of-way or easement is not now, or in the foreseeable future, of any benefit to the City or its inhabitants.
2. Abandonment of the right-of-way or easement is consistent with the comprehensive plan.

Make an appointment with a Town Planner at (954) 966-4600 to discuss.

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****