



# TOWN OF PEMBROKE PARK PLANNING AND ZONING DIVISION

3150 SW 52nd Avenue Pembroke Park, Florida  
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## EASEMENT 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 an Easement Vacation:

- Completed Town Of Pembroke Park Vacation of Easement/Rights-of-Way Approval Application.
- Justification Letter. The letter shall provide the reason for the vacation in conjunction with the development project it is included within and shall provide all No Objection Letters from all affected utilities.
- Proof of Property Ownership. (i.e. deed, property appraisers report, or contract to purchase).
- Public Hearing Signs must be posted on the property (at each public right-of-way) within three (3) days of the submittal of the official development application.
- Public Notification Affidavit (due seven (7) days prior to the scheduled public hearing date).
- One (1) copy of a plat/survey dated within the last twelve (12) months.
- Appropriate Fees (download from P&Z website).

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

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