



Application Number _____

Vacation Submission Requirements Checklist

The Petitioner or Agent should drop off one (1) hardcopy and a digital copy of the application package, unless otherwise stated below, to the Housing and Urban Planning Division – Platting Section. The Platting Section has seven (7) days after receipt to review the complete package. Incomplete packages may delay the review time. For more information or to schedule an appointment, email PDMDinfo@broward.org.

Documents Required	Vacation Requirements by Type		
	<i>By Plat (§5-205)</i>	<i>Abandonment (Street §27.68)</i>	<i>Release (Easement by Separate Inst. §27.69)</i>
<input type="checkbox"/> Pre-application Meeting Receipt	YES	YES	YES
<input type="checkbox"/> Complete Platting & Development Application	YES	YES	YES
<input type="checkbox"/> Narrative	YES	YES	YES
<input type="checkbox"/> Application Fee (non-refundable)	\$1200	\$1200	\$1200
<input type="checkbox"/> Certified Resolution/Ordinance from Municipality	YES	-	-
Notice of Intent to Vacate	YES	-	-
<input type="checkbox"/> Two (2) Newspaper Advertisement Affidavits			
<input type="checkbox"/> Certified Mail: Municipality Letter	-	YES	YES
<input type="checkbox"/> Opinion of Title with a search date within thirty (30) days of formal submittal.	YES	YES	YES
<input type="checkbox"/> Sketch and Legal Description (2 signed and sealed hard copies)	YES	YES	YES
<input type="checkbox"/> Copy of the Plat Map	YES	-	-
<input type="checkbox"/> Copy of Separate Recorded Instrument	-	YES	YES
<input type="checkbox"/> Certification of Property Tax Clearance	YES	YES	YES
<input type="checkbox"/> Waivers of Objection from Utilities	YES	YES	YES
<input type="checkbox"/> Other relevant documentation	As determined	As determined	As determined

Reviewed By: _____

Date: _____