



# Application for Petition for Vacation of City Property

City of Key West, Florida • Planning Department  
1300 White Street • Key West, Florida 33040 • 305-809-3764 • [www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov)

**Application Fee: \$1,470.00 / Each Additional Vacation for same parcel: \$840.00**  
(includes \$210.00 advertising/noticing fee and \$105.00 fire review fee).

This application and all required attachments must be submitted to the City Planning Department at 1300 White Street, or mailed to Planning Department, City of Key West, PO Box 1409, Key West, FL 33041.

Please schedule an appointment with a planner upon submitting application.

Please complete the following:

1. Site Address \_\_\_\_\_
2. Name of Applicant \_\_\_\_\_
3. Applicant is Owner \_\_\_\_\_ Authorized Representative \_\_\_\_\_  
(Attached Authorization Form must be completed)
4. Address of Applicant \_\_\_\_\_  
\_\_\_\_\_
5. Phone Number of Applicant \_\_\_\_\_
6. Name of Owner, if different than above \_\_\_\_\_
7. Address of Owner \_\_\_\_\_
8. Phone Number of Owner \_\_\_\_\_
9. Parcel RE# \_\_\_\_\_
10. Description of specific location of requested Vacation. Also by separate attachment provide proposed legal description for property to be vacated.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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11. Description of current use(s) of property.

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12. Projected/future use(s) or re-use(s) of requested property (Please be specific)

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13. Are there any existing easements, deed restrictions or other encumbrances attached to the subject property? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please describe and attach relevant documents.

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14. Please describe the projected impacts of the proposed vacation on public services now and in the future.

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15. Please describe the impact on adjacent properties as well as major areas or land uses currently benefiting from a public service or system that uses the subject easement or right-of-way.

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The following items must be included with this application:

- ❖ Copy of a **recorded warranty deed** showing ownership and a legal description of the subject property
- ❖ Two (2) **signed and sealed** site surveys illustrating buildings and structures existing on property, as well as area of request
- ❖ Photographs of area of requested vacating of property
- ❖ Application fee (includes Ad and Fire review costs) --**\$1,470.00** payable to the City of Key West
- ❖ Fee for additional Vacation on same parcel -- **\$840.00** payable to the City of Key West
- ❖ Notarized Verification Form
- ❖ Notarized Authorization Form (if applicable)



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## Verification

I, \_\_\_\_\_, being duly sworn, depose and say that I am  
Print Name of Applicant  
the owner\_\_\_\_\_/legal representative\_\_\_\_\_ of the property, which is the subject matter of this  
application. All of the answers to the above questions, sketches and attached data that make up  
this application, are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Applicant

Subscribes and sworn to (or affirmed) before me on \_\_\_\_\_  
(date)

by \_\_\_\_\_ (name of affiant, deponent or other signer).

He/She is personally known to me or has presented \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary's Signature and Seal

Name of Acknowledger typed, printed or stamped \_\_\_\_\_

Commission Number, if any \_\_\_\_\_



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## Authorization Form

Please complete this form if someone other than the property owner is representing the property.

I, \_\_\_\_\_, authorize \_\_\_\_\_ to  
represent me for this application.  
Print Property Owner's Name Print Applicant's name

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

Subscribed and sworn to (or affirmed) before me on \_\_\_\_\_  
(date)  
by \_\_\_\_\_ (Name of affiant, deponent or other signer).

He/She is personally known to me or has presented \_\_\_\_\_ as  
identification.

\_\_\_\_\_  
Notary's Signature and Seal

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