

Vacation of Right of Way/Easement Applicant's Development Guide

Development Services Department – Planning & Zoning Division

City of Panama City, City Hall, 501 Harrison Avenue, 2nd Floor, Room 217, Panama City, FL 32401

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Residential: Application Fee: \$500

Review Fee: N/A

Total Fee: \$500

Commercial: Application Fee: \$750

Review Fee: N/A

Total Fee: \$750

All applications, materials, plans, documents and fees are required to be submitted electronically via the Development Services Department's online application portal. Submission via e-mail will not be considered. Ownership and Applicant Authorization Forms will need to be submitted electronically.

This guide is intended for applicants who seek to petition the City of Panama City for the abandonment or vacation of a City Right-of-Way and/or Easement.

NOTE: Per Florida Statute 336.12, closing and abandonment of roads; termination of easement; conveyance of fee.—The act of any commissioners in closing or abandoning any such road, or in renouncing or disclaiming any rights in any land delineated on any recorded map as a road, shall abrogate the easement theretofore owned, held, claimed or used by or on behalf of the public and the title of fee owners shall be freed and released therefrom; and if the fee of road space has been vested in the county, same will be thereby surrendered and will vest in the abutting fee owners to the extent and in the same manner as in case of termination of an easement for road purposes.

Application Submittal Checklist

Checklist Items	Applicant Verification	Staff Verification
Completed Application.		
Payment of all applicable fees. Fees cannot be waived and are non-refundable.		
Copy of Deed or Legal Description.		
Signed and Sealed Survey (s) clearly identifying the request to scale, depicting:		
<ul style="list-style-type: none">The Right of Way and/or easement requesting to be vacated with legal description;		
<ul style="list-style-type: none">Location of surrounding physical features, waterbodies, streets, railroads, etc;		
<ul style="list-style-type: none">Exact size of the site in acres &/or square feet, including linear dimensions;		
<ul style="list-style-type: none">Any existing structures showing setbacks from the property lines.		
<ul style="list-style-type: none">Vacation of Right of Way Criteria - Applications to vacate a right-of-way may be approved upon a finding that all of the following requirements are met:<ol style="list-style-type: none">The requested vacation is consistent with the traffic circulation element of the city comprehensive plan.The right-of-way does not provide the sole access to any property and if the alternative access is not limited solely to a way of egress and ingress.The vacation would not jeopardize the current or future location of any utility.The vacation is not detrimental to the public interest.		

5. The proposed vacation does not eliminate a public accessway to the water, unless comparable or better public access is provided by the person requesting the vacation.		
Completed and notarized City of Panama City Ownership and Applicant/Application's Agent/Representative Authorization Form is required. No other authorization letters, lease agreements, contracts, forms etc. will be accepted.		

