



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS  
ENGINEERING

505 S. Commerce Ave., Sebring, Florida 33870

Office (863) 402-6877 Fax (863) 402-6548 [www.highlandsfl.gov](http://www.highlandsfl.gov)

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**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**

**Procedures and Policy for  
VACATING PLATS  
(F.S. 177.101)**

**STEP 1**

A written petition, and the following items must be submitted to the County Engineer requesting a public hearing date to consider vacating the specified plat. All items are required before an application may be deemed complete, and before a public hearing date can be set.

- a. Written Petition (Form Attached)
- b. Notice of Public Hearing (Form Attached)
- c. Resolution to Vacate (Form Attached)
- d. Two (2) maps of area involved:
  1. **1" = 200' scale aerial photograph/tax map overlay** (available at the County Property Appraisers Office located on the first floor of the Government Center).
  2. **Copy of the recorded plat** (available in the Recording Office located on the second floor of the Government Center). With the petitioned area, or border shaded in red.
- e. Letters from all utility companies in the affected area of the subject road. **If any easements are requested by any utility or the County, a 50-year title search, with all documentation attached, on the properties affected will be required.**
- f. A letter from the Highlands County Road & Bridge Superintendent (4344 George Boulevard, Sebring, Florida 33872) approving, conditionally approving, or disapproving the closing of subject road.
- g. The Petitioner shall attach a letter from the County Zoning Supervisor (501 South Commerce Avenue, Sebring, Florida 33870) stating the "the vacating of the petitioned plat will not cause non-conforming use of any property."
- h. For vacation of plats either in whole or part, it must be shown that the Petitioner owns fee simple title to the whole or that part of the tract covered by the plat sought to be vacated. Additionally, it must be shown that the vacation by the County will not affect the ownership or right of convenient access of persons owning other parts of the subdivision.
- i. Petition for vacation of plats either in whole or in part must be accompanied by certificates showing that all State and County taxes have been paid.

- j. Processing fee as adopted by the Board, made payable to the Highlands County Board of County Commissioners.

## **STEP 2**

The public hearing date will be set by the County Engineer and will be established approximately thirty (30) days from the date the petition is received and application deemed complete. The Notice of Public Hearing will then be mailed to the Petitioner for publication (see **STEP 3**).

A letter recommending approval or denial of petition will be issued by the County Engineer within approximately two weeks of the completed application and a copy forwarded to the Petitioner or representative for his information prior to the hearing.

## **STEP 3**

Petitioner shall publish the Notice of Public Hearing in not less than two weekly issues of a newspaper of general circulation in Highlands County prior to the date stated therein for such hearing. "Proof of publication" must be received in the County Engineer's Office prior to the public hearing date. Petitioner, or a representative, is responsible for attending the Board meeting, to explain why the petition is necessary, when the public hearing is held.

## **STEP 4**

If such tract or parcel of land is within the corporate limits of any incorporated city or town, the governing body of the county shall be furnished with a certified copy of a resolution of the town council or city commission, as the case may be, showing that it has already by suitable resolution vacated such plat or subdivision or such part thereof sought to be vacated.

## **STEP 5**

After the public hearing is held and the Resolution to Vacate has been adopted by the Board, the County Engineering Department shall forward to the Finance Department the following:

- a. Proof of Publication of Notice of Public Hearing
- b. **Certified Copy** of the Resolution to Vacate
- c. Check made payable to Clerk of Courts for recording fee

Finance Department will forward the original documents to the Recording Department. Finance will distribute copies of recorded documents to the County Engineer's Office. The County Engineer's Office will send copies to the Petitioner of record.

Adopted by Highlands County Board of Commissioners on 11/06/2007.

**SAMPLE UTILITY LETTER**

Date

Dear \_\_\_\_\_,

Please review the enclosed copy of a petition being submitted to the Highlands Board of County Commissioners regarding a Vacation of Plat for the purpose of \_\_\_\_\_. After your review, please send a Letter of No Objection (or Objection, if any) in the enclosed self-addressed stamped envelope. The legal description for the plat to be vacated is as follows:

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Sincerely,

# Electric Companies

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## Duke Energy

<https://www.duke-energy.com/community/trees-and-rights-of-way/vacate-request>

**\*\*LETTERS FROM BOTH DEPARTMENTS LISTED BELOW ARE NEEDED\*\***

Distribution Department

and

Transmission Department

[Vacate@duke-energy.com](mailto:Vacate@duke-energy.com)

Service Area: Portions all over County

## FL Power and Light

Donna Padgett  
825 NE 34<sup>th</sup> Ave  
Okeechobee, FL 34972  
(863) 467-3708  
(800) 343-7941

Service Area: Kissimmee River Estates

## Glades Electric Coop., Inc

Glenn Stimson, Staking  
Technician PO Box 519  
Moore Haven, FL  
33471 (863) 946-0061  
(863) 946-6262 Fax  
[gstimson@gladsec.com](mailto:gstimson@gladsec.com)

Service Area: Southern portions of Sebring, Lake Placid

## Peace River Electric Cooperative Inc.

JR Gough  
Engineering Department  
PO Box 1310  
Wauchula, FL 33873  
(800) 282-3824 Option #2

Service Area: Portions all over Highlands County

## TECO – Tampa Electric

Ken Kronenwetter  
Engineering  
Department Atten:  
Real Estate  
PO Box 111  
Tampa, FL 33601  
(813) 635-1500  
(813) 228-1111 Ext. 31182

Service Area: Portions all over Highlands County

# Gas Companies

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## AmeriGas

Eugene Hamilton  
Service Manager  
2812 Silverstar Rd.  
Orlando, FL 32808  
(407) 293-6644

Service Area: Portions all over  
Highlands County

## Coker Fuel, Inc./Sebring Gas

Jerry Melendy  
3515 US 27 N  
Sebring, FL 33870-5452  
(863) 385-0194  
(863) 385-3423 Fax  
[sebringgas@floridasbestgas.com](mailto:sebringgas@floridasbestgas.com)

Service Area: Portions all  
over Highlands County

## Ferrellgas

(866) 544-3121

Only call if you have a Ferrellgas  
tank on your property.

Service Area: Portions all over  
Highlands County

## FL Gas Transmission (AKA) Call Before You Dig

Dial 811

Help Desk (713) 989-2035

Service Area: Portions all over  
Highlands County

## Suburban Propane

Jesse Logue PO Box 856  
Tallevast, FL 34270  
(941) 755-1531

Service Area: Portions all over  
Highlands County

## TECO Peoples Gas

Jennifer Lowers  
2448 US Hwy 27 S.  
Avon Park, FL 33825  
(863) 603-2226  
[jdlowers@tecoenergy.com](mailto:jdlowers@tecoenergy.com)

Service Area: Portions all  
over Highlands County

# Miscellaneous Companies

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## Century Link

Madelyn Johnson  
924 Memorial Dr.  
Avon Park, FL 33825  
800-355-5654  
(863) 452-3185 Office  
(850) 251-7733 Cell  
(863) 452-3472 Fax  
[Madelyn.Johnson@Centurylink.com](mailto:Madelyn.Johnson@Centurylink.com)

**Service Area:** Portions all over  
Highlands County

## Comcast

Lynn Dundas  
Construction Specialist II  
12600 Westlinks Dr. Suite#4  
Fort Myers, FL. 33913  
Cell 239-896-6328

[Lynn.Dundas@comcast.com](mailto:Lynn.Dundas@comcast.com)**Service**  
**Area:** Portions all over Highlands  
County

## Road & Bridge Department

Jonathan Harrison  
Road & Bridge Director  
4344 George Blvd.  
Sebring, FL 33875  
(863) 402-6529  
[jharrison@highlandsfl.gov](mailto:jharrison@highlandsfl.gov)

**Service Area:** Portions all over  
Highlands County

## Zoning Department

Rachel Barry  
Zoning Department  
501 South Commerce Ave Sebring, FL  
33870  
(863) 402-6640  
[rbarry@highlandsfl.gov](mailto:rbarry@highlandsfl.gov)

**Service Area:** Portions all over  
Highlands County

# Water/Sewer Companies

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## City of Avon Park

City Manager  
110 E Main St  
Avon Park, FL 33825  
(863) 452-4403  
(863) 452-4413 Fax

Service Area: Portions of Avon Park

## City of Sebring

Bob Boggus, Utilities  
Director 321 N Mango St.  
Sebring, FL 33870  
(863) 471-5112  
(863) 471-5148 Fax  
[BobBoggus@mySebring.com](mailto:BobBoggus@mySebring.com)

Service Area: Portions of Sebring

## Pugh Utilities Services Inc.

Danny Holmes  
760 Henscratch Rd.  
Lake Placid, FL 33852  
(863) 465-6911  
(863) 465-5159 Fax  
[Pus79@outlook.com](mailto:Pus79@outlook.com)

Service Area: Country Walk  
Subdivision

## Placid Lakes Utilities

Pam Brewer  
410 Washington Blvd NW  
Lake Placid, FL 33852  
(863) 465-0345  
(863)465-1313 Fax

Service Area: Placid Lakes  
Subdivision

## Sebring Ridge Utilities

Chris Miller  
3625 Valerie Blvd  
Sebring, FL 33870  
(863)385-8542  
(863)402-0407

Service Area: Sewer only in The  
Crossings

## Short Utilities

Wendell Faircloth  
1527 Valiant Ave  
Sebring, FL 33870  
(863) 471-1400

Service Area: Hickory Ridge &  
Valencia Acres

# Water/Sewer Companies

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## Spring Lake Improvement District

Joe DeCerbo  
115 Spring Lake Blvd  
Sebring, FL 33876  
(863) 655-1715  
(863)655-4430 Fax

Service Area: Spring Lake  
Improvement District

## Sun N' Lake Improvement District

Tanya Cannady, General Manager  
5306 Sun N' Lake Blvd  
Sebring, FL 33872  
(863) 382-2196  
(863) 382-2988  
tcannady@snldistrict.org

John Martinez (Sewer)  
(863) 382-2196  
jmartinez@snldistrict.org

Service Area: Sun N' Lake Estates of  
Sebring

## Town of Lake Placid/Placid Utilities

McQueen Small  
51 Park Dr.  
Lake Placid, FL 33852  
[Clerk@myLakePlacid.org](mailto:Clerk@myLakePlacid.org)  
(863) 699-3747  
(863) 699-3749 Fax

Service Area: Lake Placid City Limits,  
Tomoka Heights, Lake June areas,  
Highway Park, Lake Huntley areas

## US Water Services Corporation

Ron DeRossett (Utility Manager)  
4939 Cross Bayou Boulevard  
New Port Richey, FL 34652  
(866)753-8292  
(904) 540-9765

Service Area: Lake Josephine Area

### \*\*\*\* PLEASE NOTE \*\*\*\*

If your property is within an improvement district, a letter must be received from that improvement district. The two improvement districts in Highlands County are:

Spring Lake

Sun N' Lake Estates of Sebring



**PETITION**

TO: HIGHLANDS COUNTY  
BOARD OF COUNTY COMMISSIONERS  
C/O ENGINEERING DEPARTMENT  
505 SOUTH COMMERCE  
AVENUE SEBRING, FLORIDA  
33870

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This is to Petition the Board of County Commissioners to consider vacating a plat, as shown on the attached map, legal description as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The petition is being requested for the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will publish the Notice of Public Hearing in not less than two weekly issues of a newspaper of general circulation in Highlands County prior to the date stated therein for such hearing and will have proof of publication in your office prior to the date of hearing.

\_\_\_\_\_  
Signature of Petitioner

Attachments: (MAP)  
Proof of Publication  
Certificates Showing Taxes Paid

**PUBLIC NOTICE OF INTENTION TO APPLY TO THE  
BOARD OF COUNTY COMMISSIONERS TO VACATE A PLAT**

Notice is hereby given that the Board of County Commissioners of Highlands County, Florida, upon petition of \_\_\_\_\_ will on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at 9:00 AM., in the Board of County Commissioner's Meeting Room at 600 South Commerce Avenue, Sebring, Florida, consider and determine whether the county will vacate the plat described below and renounce and disclaim any rights of the County and the public in and to the road and land in connection therewith. The plat is described as:

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Persons interested may appear and be heard at the time and place specified above. Any person who might wish to appeal any decision made by the Board of County Commissioners of Highlands County, Florida, in public hearing or meeting is hereby advised that he will need a record of the proceedings, and for such purpose, he may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such appeal is to be based.

The Board of County Commissioners of Highlands County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discriminatory policy involves every aspect of the Board's functions, including one's access to, participation, employment or treatment in its programs or activities. "Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act or Section 286.26, Florida Statutes, should contact Human Resources, ADA Coordinator at: 863-402-6509 or via Florida Relay Service 711, or email: [hrmanager@highlandsfl.gov](mailto:hrmanager@highlandsfl.gov). Requests for CART or interpreter services should be made at least 24 hours in advance of the meeting to permit coordination of the service."

BOARD OF COUNTY COMMISSIONERS  
HIGHLANDS COUNTY, FLORIDA  
ATTEST: Jerome Kaszubowski, Clerk

TO BE PUBLISHED IN THE \_\_\_\_\_ NEWSPAPER ON \_\_\_\_\_  
20\_\_\_\_  
REQUEST "PROOF OF PUBLICATION"

**RESOLUTION**

**WHEREAS**, the petition of \_\_\_\_\_ requesting that the Board of County Commissioners of Highlands County, Florida, vacate the plat described below, and renounce and disclaim any rights of the county and the public in and to the plat and any lands in connection therewith, was duly presented to the Board at a regular meeting held on \_\_\_\_\_, 20\_\_\_\_; and

**WHEREAS**, a notice of intention to apply to the Board of County Commissioners to vacate the plat was duly published in the \_\_\_\_\_, a newspaper of general circulation in Highlands County, Florida, on \_\_\_\_\_, 20\_\_\_\_, and on \_\_\_\_\_, 20\_\_\_\_; and

**WHEREAS**, a hearing was held on \_\_\_\_\_, 20\_\_\_\_, and after due weight, consideration and determination, it was determined that the statutory requirements have been complied with and that the vacating of the plat will not adversely affect the ownership of any person.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Highlands County, Florida, that the plat described below be and it is hereby vacated, abandoned, discontinued, and closed, and all rights of the County and the public in and to the road and any lands in connection therewith be and they are hereby renounced and disclaimed. The plat is described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BOARD OF COUNTY  
COMMISSIONERS HIGHLANDS  
COUNTY, FLORIDA

By: \_\_\_\_\_  
Chairman

**ATTEST:**

By: \_\_\_\_\_  
Jerome Kaszubowski, Clerk