



## Planning Commission Review Application (Street or Easement Vacation)

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**Applicant Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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**Request to Vacate/Abandon the Following Described Right-Of-Way/Easement:**

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

**For the Purpose of:**

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

**Please Attach List of Adjoining Property Owners: (This document must be prepared and certified by an Abstract Company, and Signatures must be notarized.)**

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It is warranted in good faith by the applicant, whose name is signed hereto, that all the facts are true and correct.

\_\_\_\_\_  
Applicant (or representative)

\_\_\_\_\_  
Date

**FOR DEPARTMENTAL USE ONLY:**

Date Received: \_\_\_\_

Fee Received: \_\_\_\_

Certified List of Property Owners: \_\_

M. Bailey: \_\_\_\_

R. Muse: \_\_\_\_

T. Crowden: \_\_\_\_

**Planning Commission Review Information Sheet**  
**(Please Keep This for your Records)**

**Procedures & Fees**

Review procedure by the City of Florence Planning Department shall be based upon submittal of a site development plan prepared by a registered engineer, architect or surveyor. **No application will be considered unless all items have been completed in full.**

The application must be accompanied by eight (8) copies of a site development plan, or plat, drawn to scale, 24"x36" **and** 11"x17" paper sizes **and** in electronic format illustrating the following:

- Property Boundary distance and bearings
- Existing and proposed structures
- Existing and proposed contours, not to exceed two (2) foot intervals  
**(Required when request involves new construction. For Preliminary Review, existing contours may be submitted in lieu of a final grading plan.)**
- Defined ingress/egress to the site and all existing rights-of-way
- A defined existing and proposed off-street parking area including spaces  
**(Requirements may vary with proposed uses.)**
- All existing and proposed easements and utilities, i.e., sewer, water, gas, electrical, etc.
- A master landscaping plan, in accordance with the City of Florence Landscape Ordinance, addressing all necessary plantings and buffering requirements. **(At Preliminary level, required landscaped areas can be illustrated and noted in lieu of finished landscaping plan.)**
- Storm water detention design and calculations **(At Preliminary level, location of proposed detention must be illustrated and noted. Final design and calculations prepared by registered engineer.)**
- All adjacent streets and alleys with paving limits and curb cuts;
- Adjacent lots and names of abutting subdivisions
- Architectural elevations of proposed structures for Planned Residential Development (PRD) or multi-family development review
- Other information as deemed necessary by the Florence Planning Department for accurate assessment of the project.

The Planning Commission meeting is held the fourth (4<sup>th</sup>) Tuesday of each month at 5:00 p.m. in the City auditorium on Pine Street. Deadline for submittal of requests, along with all required information, will be 15 days prior to the meeting date by noon.

The following fee schedule is required for Planning Commission review:

Rezoning	\$100 (1 <sup>st</sup> acre or fraction thereof) \$200 (over 1 acre/less than 5 acre) \$300 (5 acres or larger)
Site Plan Review	\$100
Annexation	\$100
Vacations of public Rights-of-way	\$100 ( <i>Considered by separate application</i> )
Subdivision Approval	\$100 + \$5 per lot
Historical Renovation Review	(No Charge)

**\* When request involves two or more phases, the higher fee shall prevail.**

**\*ABSTRACT CERTIFICATION.** A typed list of all adjoining property owners, along with current mailing addresses, must be submitted. (Final Subdivision Approval requests will require **only** abutting property owners) (All other requests [with the exception of Historical Review] will require property owners abutting **and** across the street).

**\* This list must be certified by an abstract company as being current and complete.**

**\*\* *Although it is the practice of the City not to be involved with private property covenants, if a re-classification of property is requested from single-family use to another zoning classification, the application must be accompanied by a certificate from an abstract title company stating there are no restrictions on this property contained in protective covenants which would prohibit property from being used for purposes other than residential. This information is required by the Florence City Council.***