

## Petition to Vacate Easement – General Overview & Procedures

Office of Real Estate & Property Information  
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### GENERAL OVERVIEW

In order to vacate the City of Lakeland's interest in an easement, contact the Office of Real Estate & Property Information via [email](#) with the Request to Vacate Easement to include the address and parcel number associated with the vacate, and a general description of project and/or reason for the vacate. Requests will be evaluated and reviewed by the Office of Real Estate & Property Information and if all criteria are met, a recommendation will be made to the City Manager which will, in turn, make a request to the City Commission. All completed easement vacation petitions will be approved by the City Commission in the form of an adopted Resolution that will terminate the easement.

### PROCEDURES

1. Contact the City of Lakeland Office of Real Estate and Property Information via [email](#) with the easement vacate request.
2. The request is reviewed for approval to move forward. If the request is approved a project will be created in [iMS](#). If the request is objected, the property owner is notified of the decision and the project is closed.
3. Utilities are contacted and responses are collected. Utility providers include: Electric, telephone, cable TV, gas, city services, water management, and in some cases, homeowner associations.
4. If all utilities are supportive of the request to vacate, the petition package is required to be completed and uploaded into [iMS](#). If one or more utility providers object to the vacating of an easement, the petitioner must work with the utility provider to come to a resolution, lest the Petition to Vacate cannot move forward.
  - A. **The Petition Package should include the following:**
    - i. Completed Petition to Vacate Easement Application.
    - ii. Written justification from the Petitioner stating the reason for this vacation request.
    - iii. A legal description and sketch **depicting only the portion of easement being vacated** certified or prepared by a registered land surveyor. This can be provided electronically with the legal description and sketch digitally signed by the registered land surveyor.
    - iv. A signed and notarized list of all owners abutting an easement to be vacated and authorizing an agent representative if desired and/or letter or approval from the HOA (if applicable).
    - v. Proof of property ownership as per the Polk County Property Appraiser's Office, this information can be obtained from the Property Appraiser's [website](#).
    - vi. Easement Vacation Fee: \$175 check payable to the City of Lakeland or online using a credit card. All credit card payments are subject to a 2.5% convenience fee.
  - B. **Petition Package Submission:** The completed Petition Package can either be uploaded to your [project](#) or emailed to the Office of Real Estate and Property Information [Propertyinfo@lakelandgov.net](mailto:Propertyinfo@lakelandgov.net). Once this packet is received and approved, this request can be scheduled and placed on the agenda for the next City Commission meeting. The request to vacate an easement only must go before the City Commission once and once approved, and an ordinance is adopted, the portion of easement will officially be vacated.
  - C. **Processing:** Once the Petition Package requirements have been accepted by the City, the average processing time is four (4) weeks for the public hearing to be scheduled with the City Commission (Please note that this is an estimate, and the City is not responsible for extensions of time due to unfulfilled requirements).
  - D. **Ordinance Adoption:** The City Commission may thereafter adopt an ordinance declaring the easement to be vacated.