

## ROAD CLOSING POLICY AND PROCEDURES

### **PETITION:**

A person or persons wishing to have a road closed shall petition the County Commissioners on a form provided by the Planning Department. The petition and all pertinent information shall be submitted to the Planning Department for determination as to whether formal action by the County Commission should be required to close the road in question.

The Planning Department will contact other government agencies and appropriate officials during its determination. If it is determined that formal action by the County is not required, the petitioner will be so notified and any further action by the petitioner would constitute a civil action. If it is determined that formal action is required, the petitioner will be so notified and the following procedures shall apply:

1. The petitioner shall complete a ***Road Closing Application***, provided by the Planning Department, to seek approval to file an application to close/abandon a road, and submit same to the Planning Department. The Planning Department shall submit the request to the Administrative Office of the Board of County Commissioners and notify the petitioner of the date and time to appear before the Board.
  - a. If the Board denies the petitioner's request to file an Application, no further action shall be taken.
  - b. If the Board approves the request to file an Application, the following procedures apply:

### **APPLICATION:**

1. The petitioner shall complete the ***Road Closing Application***, (previously provided by the Planning Department), by submitting a filing fee of \$510.00 to the Planning Department for processing.
2. The Planning Department shall notify all property owners abutting the road by certified mail. The list of property owners is to be furnished by the petitioner, and may be obtained from the Property Appraiser's Office.
3. The Planning Department shall schedule a public hearing for the next practical Board of County Commissioner's meeting, and so notify the petitioner.
4. The Planning Department shall advertise the County's intent at least once in the newspaper 15 days prior to the scheduled public hearing. This advertisement shall include a map, the time, date and place of the hearing.

5. At such public hearing, any action of the Commissioners as authorized by Section 336.09, Florida Statutes, shall be evidenced by a resolution duly adopted and entered upon the minutes of the Commissioners.
6. A letter shall be sent to the petitioner as to the action of the Commissioners at the public hearing.
7. Notice of the adoption of such a resolution by the Commissioners shall be published one time, within 30 days following the adoption of said resolution in a newspaper of general circulation.