Release of Easement

Meet with Site Plan Review Committee (SPRC)

Contact Laureen Kornel for appointment:
Telephone: (386) 676-3345 or E-mail at
Laureen.Kornel@ormondbeach.org

Obtain letter of no objections to release from easement holder

Notes:

*Obtain a sketch and legal description of area of easement to be released from licensed surveyor.

*For utility easements, request no objection letters from (1) City of Ormond Beach, (2) FPL, (3) AT&T, (4) Spectrum, and (5) TECO gas.

Submit site plan application

Submittal requirements:

1. Application.
2. Required fee.
3. Sketch and legal description of area of easement to be released.
4. Deed for the property.
5. Survey of subject property.

SPRC review – approval or Request for Additional Information (RAI)

City Attorney's Office prepares quitclaim deed for easement release

City Commission

Resolution – one hearing

Resolution approved or denied

Denied

Appeal to Circuit Court

Approved

Easement or portion of easement released

January 2019