

City of DeFuniak Springs

Post Office Box 685

35 US Hwy. 90 W.
DeFuniak Springs, FL 32433



Phone: 850-892-8571
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DeFuniak Springs, FL 32435

ABANDONMENT APPLICATION

NOTE: Always obtain a new application from the Department, as it may have been modified. Print or type all information requested).

Abandonment Amendment Number (to be assigned by City Staff) _____

I. Applicant Information:

A) Applicant Name: _____

B) Address: _____

C) Telephone number: _____ Cell: _____

D) FAX number: _____ E-mail address: _____

II. PROPERTY INFORMATION

A) Legal Description of proposed abandonment.

B) Driving Directions with mileages from the nearest intersection of either US Hwy 90 E, US Hwy 90 W, US Hwy 331 N, US Hwy 331 S or, SR 280 E, SR 280A, SR 83 N) to subject property: _____

C) Provide a copy of plat of record or parcel identification map indicating that portion of the right of way to be abandoned.

D) Legal Description of property to be abandoned. _____

III. ABANDONMENT REQUEST INFORMATION

A) Describe reason for abandonment: _____

IV. SIGNATURE

I have provided the necessary documentation as requested to complete the above requirements. I understand I am responsible for any direct expenses such as Attorney fees, filing fees, title work, or any additional expenses incurred to the City.

Applicant / Agent Signature

Date of Signature

CHECKLIST FOR ABANDONMENT APPLICATION AMENDMENT

City of DeFuniak Springs

Note: The number of copies required to be submitted are dictated by the number of packets that have to be assembled for the City Council.

Directions: Each of the 16 packets is to be assembled in the following order. No application will be accepted unless it packaged as required.*

1. **Completed & Signed Application (1 original, 15 copies)**
(Only complete, typed or printed applications and submittals will be accepted).
2. **Application Fee: Abandonment Application.....\$450.00 plus direct expenses**
Attach the fee to the front of the original application.
3. **Agent Affidavit (if applicable) (1 original, 15 copies)**
(Signed affidavit from property owner(s) authorizing the agent to act in matters pertaining to this application on behalf of the owners(s))
4. **Copy of Subdivision Plat obtained from the Walton County Clerk of Court Records.**
(16 copies) If applicable.
5. **Parcel Identification Map (1 copy @ 1"=400' and 1 copy @ 1"=200')** (not to be any larger than 11x17) indicating Parcel ID Numbers for all properties adjacent of the subject parcel indicating street names, and the complete mailing addresses of the property owners available from the Walton County Property Appraiser's Office.
6. **Mailing Labels:** Provide 1 complete set of mailing labels with property owner name and mailing addresses for all properties adjacent of the subject parcel.
7. **Mailing List:** (1 complete copy) Mailing list to include property parcel identification number, property owner name, and mailing address for all properties adjacent of the subject parcel.

Place documents in the report in the order listed above. No Applications will be accepted if documents are not in order, are stapled, or are submitted in any other way than as specified.

OFFICE USE ONLY		
Date application submitted _____		
Date application approved/accepted by Staff _____		
Abandonment Amendment Number _____		
Application Fee Paid \$450.00 _____	Date Paid _____	Receipt # _____
Direct Cost Expenses _____	Date Paid _____	Receipt # _____
Scheduled Meeting Dates:		
City Council _____	City Council Notification	
City Council _____	Public Hearing Date	

*Additional information may be requested by the City.