

Charlotte County

PROPERTY INFORMATION WORKSHEET RELEASE &/OR OCCUPATION OF EASEMENT OR OCCUPATION OF RIGHT-OF-WAY

RESERVED FOR COUNTY USE

File #: _____

Date: _____

TYPE OF REQUEST: _____ Occupation of Easement
_____ Release of Easement
_____ Combo (Release & Occupation of Easement)
_____ Occupation of Right-Of-Way

ITEMS NEEDED: OCCUPATIONS:

This Completed Worksheet
Original Site Plan: 11x17 maximum size showing item(s) in easement
Non-Refundable Payment of Fee (\$75)

ITEMS NEEDED: RELEASES:

This Completed Worksheet
Site Plan: 11x17 maximum size showing item(s) in easement
Original Signed-Sealed Sketch of Description
*8.5 x 14 maximum size
*Must contain the title "Sketch of Description".
*Metes & bounds description of the area to be released.
Non-Refundable Payment of Fee (\$550)

ITEMS NEEDED: COMBO (RELEASE & OCCUPATION):

All Items Listed with Occupations and Releases
This Completed Worksheet
Non-Refundable Payment of Fee (\$600)

For Questions & Submittal, Contact the Following:

Samantha 'Sam' Newsome
Samantha.Newsome@CharlotteCountyFL.gov
941-764-5582 Direct, 941-764-5580 Office

Patricia 'Patty' Stefan
Patricia.Stefan@CharlotteCountyFL.gov
941-764-5588 Direct, 941-764-5580 Office

OWNER INFORMATION

OWNERS NAME: _____

MAILING ADDRESS: _____

CITY: _____ State: _____ Zip: _____

REQUIRED INFORMATION Home/Cell Phone: _____
And/or
Email Address: _____

PROPERTY INFORMATION

PROPERTY APPRAISER'S PROPERTY ID NUMBER: _____

STREET ADDRESS _____

LOT(s) # _____ Block: _____ Section: _____ Subdivision: _____

AGENT/BUILDER/CONTRACTOR INFORMATION (If Applies): Company Name: _____

Name: _____ Phone _____ Email: _____

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PROPERTY INFORMATION WORKSHEET RELEASE &/OR OCCUPATION OF EASEMENT OR OCCUPATION OF RIGHT-OF-WAY

Items Encroaching into Easements or ROW

LOT #		
	FRONT	
	RIGHT SIDE	
	LEFT SIDE	
	REAR	

LOT #		
	FRONT	
	RIGHT SIDE	
	LEFT SIDE	
	REAR	