



**HIGHLANDS COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
**ENGINEERING DEPARTMENT**

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**

**Procedures and Policy for**  
**ROAD CLOSING**  
**(F.S. 336.09 and 336.10)**

**STEP 1**

The following items must be submitted to the County Engineer requesting a public hearing date to consider closing the specified road. **All items are required before an application may be deemed complete, and before a public hearing date can be set.**

- a. Written Petition (Form Attached).
- b. Resolution to set Public Hearing Date (Form Attached)
- c. Notice of Public Hearing (Form Attached)
- d. Resolution to Vacate (Form Attached)
- e. Public Notice of Adoption of Resolution (Form Attached)
- f. Two (2) maps of area involved.
  1. **1" = 200' scale aerial photograph/tax map overlay** (available at the County Property Appraisers Office located on the first floor of the Government Center)
  2. **Copy of the recorded plat**, (available in the Recording Office located on the second floor of the Government Center). With the petitioned area, or border shaded in red.
- g. Letters from all utility companies in the affected area of the subject road. **If any easements are requested by any utility or the County, a 50 year title search, with all documentation attached, on the properties affected will be required.**
8. A letter from the Highlands County Road & Bridge Superintendent (4344 George Boulevard, Sebring, Florida 33872) approving, conditionally approving, or disapproving the closing of subject road.
- i. The Petitioner shall attach a letter from the County Zoning Supervisor (501 South Commerce Avenue, Sebring, Florida 33870) stating that "the closing of the petitioned road will not cause non-conforming use of any property".
- j. The Petitioner must submit a list of all property owners within 200 feet of the proposed road to be closed. For the purpose of notification as described in **STEP 2**, an owner of property shall be deemed to be the person who, with his address, appears on the tax rolls of the County, at the time of the filing of the petition.



- k. Petition for vacation of right of way either in whole or in part must be accompanied by certificates showing that all State and County taxes have been paid.
- l. Processing fee as adopted by the Board, made payable to the Highlands County Board of County Commissioners.

## **STEP 2**

After the petition is received and the application deemed complete and reviewed by the County Engineer, the Resolution to set the Public Hearing Date will be submitted, by the County Engineer, to the Board of County Commissioners requesting a public hearing date be set for the Board to consider the closing of the road. This request will be scheduled for the next possible agenda. After adoption of this Resolution, the Notice of Public Hearing will be mailed to the Petitioner for publication (see **STEP 3**). In addition to the publication, the Notice of Public Hearing must be sent out by the Petitioner, to all property owners within 200 feet of any proposed road to be closed, and shall be mailed "Certified, Return Receipt Requested" with the proof of receipt noting return to the County Engineer's Office, 505 South Commerce Avenue, Sebring, Florida 33870-3869. The Petitioner shall be responsible for preparing the notices, addressing the envelopes, paying postage and mailing of the "Certified Notices". For verification purposes, the following must be noted on the certified notice: "Petitioner: (name of Petitioner)".

**Notices must be mailed (post marked) at least two weeks prior to the Public Hearing date.**

## **STEP 3**

Petitioner shall publish the Notice of Public Hearing one time in a newspaper of general circulation in Highlands County at least **two weeks prior to the date stated therein for such hearing**. "Proof of Publication" must be received in the County Engineer's Office prior to the public hearing date. **The Petitioner or a representative is responsible for attending the Board meeting, to explain why the petition is necessary, when the public hearing is held.**

## **STEP 4**

A 24" x 36" sign of durable material, as to withstand the elements of weather, must be posted at each end of the proposed road to be closed and at every intersection of the proposed road to be closed with any other public or private road. The sign shall contain lettering not less than two (2) inches in size and shall read "PUBLIC NOTICE OF INTENTION TO APPLY TO THE BOARD OF COUNTY COMMISSIONERS TO CLOSE A ROAD", and the Notice of Public Hearing, sealed in plastic material must be attached to said sign. Proof of this posting, in the form of a picture of the sign(s), shall be given to the County Engineer one week prior to the public hearing.

## **STEP 5**

After the public hearing is held and the Resolution to Vacate has been adopted by the Board, the Petitioner must advertise the Public Notice of Adoption of Resolution one time in a newspaper of general circulation published in Highlands County within thirty (30) days following the adoption of the resolution, and the proof of this publication shall be sent to the County Engineer's Office, 505 South Commerce Avenue, Sebring, Florida 33870-3869.



**STEP 6**

The County Engineering Department shall forward the necessary originals of the following documents to be recorded to the Finance Department. Items needed prior to forwarding to the Finance Department include the following:

- a. Resolution to set Public Hearing Date.
- b. Proof of publication of Notice of Public Hearing.
- c. Resolution to Vacate.
- d. Proof of publication of Notice of Adoption of Resolution.
- e. Check made payable to Clerk of Courts for recording fee.

Finance Department will forward the original documents to the Recording Department. Finance will distribute copies of recorded documents to the County Engineer's Office. The County Engineer's Office will send copies to the Petitioner of record.

Adopted by Highlands County Board of County Commissioners

C. Guy Maxcy 11-6-07  
C. Guy Maxcy, Chairman Date



# Electric Companies

## Duke Energy

**\*\*LETTERS FROM BOTH DEPARTMENTS LISTED BELOW ARE NEEDED\*\***

### Distribution Department

Erin Toth  
8407 Boggy Creek Rd  
Orlando, FL 32824  
(407) 905-3380

[Erin.Toth@Dukeenergy.com](mailto:Erin.Toth@Dukeenergy.com)

### Associate Land Rep.

Irma Cuadra  
Duke Energy  
452 Crown Point Rd.  
Winter Garden, FL 34787

[Irma.Cuadra@duke-energy.com](mailto:Irma.Cuadra@duke-energy.com)

### Transmission Department

Todd Boyer  
3300 Exchange Place, NP3B  
Lake Mary, FL 32746  
(407) 942-9374

[Todd.Boyer@Dukeenergy.com](mailto:Todd.Boyer@Dukeenergy.com)

Service Area: Portions all over County

## FL Power and Light

Donna Padget  
825 NE 34<sup>th</sup> Ave  
Okeechobee, FL 34972  
(863) 467-3708  
(800) 343-7941

Service Area: Kissimmee River Estates

## Glades Electric Coop., Inc

Glenn Stimson, Staking Technician  
PO Box 519  
Moore Haven, FL 33471  
(863) 946-0061  
(863) 946-6262 Fax  
[gstimson@gladesec.com](mailto:gstimson@gladesec.com)

Service Area: Southern portions of Sebring, Lake Placid

## Peace River Electric Cooperative Inc.

JR Gough  
Engineering Department  
PO Box 1310  
Wauchula, FL 33873  
(800) 282-3824 Option #2

Service Area: Portions all over Highlands County

## TECO – Tampa Electric

Ken Krononwetter  
Engineering Department  
Atten: Real Estate  
PO Box 111  
Tampa, FL 33601  
(813) 635-1500  
(813) 228-1111 Ext. 31182

Service Area: Portions all over Highlands County

# Gas Companies

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## AmeriGas

Eugene Hamilton  
Service Manager  
2812 Silverstar Rd.  
Orlando, FL 32808  
(407) 293-6644

Service Area: Portions all over  
Highlands County

## Coker Fuel, Inc./Sebring Gas

Jerry Melendy  
3515 US 27 N  
Sebring, FL 33870-5452  
(863) 385-0194  
(863) 385-3423 Fax  
[sebringgas@floridasbestgas.com](mailto:sebringgas@floridasbestgas.com)

Service Area: Portions all over  
Highlands County

## Ferrellgas

(866) 544-3121

Only call if you have a Ferrellgas tank  
on your property.

Service Area: Portions all over  
Highlands County

## FL Gas Transmission (AKA) Call Before You Dig

Dial 811

Help Desk (713) 989-2035

Service Area: Portions all over  
Highlands County

## Suburban Propane

Jesse Logue  
PO Box 856  
Tallevast, FL 34270  
(941) 755-1531

Service Area: Portions all over  
Highlands County

## TECO Peoples Gas

Jennifer Lowers  
2448 US Hwy 27 S.  
Avon Park, FL 33825  
(863) 603-2226  
[jdlowers@tecoenergy.com](mailto:jdlowers@tecoenergy.com)

Service Area: Portions all over  
Highlands County

## Miscellaneous Companies

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### Century Link

Ken Lutz  
924 Memorial Dr.  
Avon Park, FL 33825  
800-355-5654  
(863) 452-3185 Office  
(863) 214-1490 Cell  
(863) 452-3472 Fax  
[Ken.lutz@Centurylink.com](mailto:Ken.lutz@Centurylink.com)

Service Area: Portions all over  
Highlands County

### Comcast

Tim Hinefelt  
3010 Herring Ave  
Sebring 33870  
1-800-COMCAST  
(863) 273-8556 Cell  
[timothy\\_hinefelt@comcast.com](mailto:timothy_hinefelt@comcast.com)

Service Area: Portions all over  
Highlands County

### Road & Bridge Department

Kyle Green  
Road & Bridge Superintendent  
4344 George Blvd.  
Sebring, FL 33875  
(863) 402-6529  
[Kgreen@hcbcc.org](mailto:Kgreen@hcbcc.org)

Service Area: Portions all over  
Highlands County

### Zoning Department

Linda Conrad  
Zoning Supervisor  
501 South Commerce Ave  
Sebring, FL 33870  
(863) 402-6640  
[Lconrad@hcbcc.org](mailto:Lconrad@hcbcc.org)

Service Area: Portions all over  
Highlands County

# Water/Sewer Companies

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## City of Avon Park

City Manager  
110 E Main St  
Avon Park, FL 33825  
(863) 452-4403  
(863) 452-4413 Fax

Service Area: Portions of Avon Park

## City of Sebring

Bob Boggus, Utilities Director  
321 N Mango St.  
Sebring, FL 33870  
(863) 471-5112  
(863) 471-5148 Fax  
[BobBoggus@mySebring.com](mailto:BobBoggus@mySebring.com)

Service Area: Portions of Sebring

## Holmes Utilities/Pugh Utilities

Danny Holmes  
760 Henscratch Rd.  
Lake Placid, FL 33852  
(863) 465-6911  
(863) 465-5159 Fax  
[Pus79@outlook.com](mailto:Pus79@outlook.com)

Service Area: Country Walk  
Subdivision

## Placid Lakes Utilities

Pam Brewer  
410 Washington Blvd NW  
Lake Placid, FL 33852  
(863) 465-0345  
(863)465-1313 Fax

Service Area: Placid Lakes  
Subdivision

## Sebring Ridge Utilities

Chris Miller  
3625 Valerie Blvd  
Sebring, FL 33870  
(863)385-8542  
(863)402-0407

Service Area: Sewer only in The  
Crossings

## Short Utilities

Wendell Faircloth  
1527 Valiant Ave  
Sebring, FL 33870  
(863) 471-1400

Service Area: Hickory Ridge &  
Valencia Acres

# Water/Sewer Companies

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## Spring Lake Improvement District

Joe DeCerbo  
115 Spring Lake Blvd  
Sebring, FL 33876  
(863) 655-1715  
(863)655-4430 Fax

Service Area: Spring Lake  
Improvement District

## Sun N' Lake Improvement District

Tanya Cannady, General Manager  
5306 Sun N' Lake Blvd  
Sebring, FL 33872  
(863) 382-2196  
(863) 382-2988  
tcannady@snldistrict.org

John Martinez (Sewer)  
(863) 382-2196  
jmartinez@snldistrict.org

Service Area: Sun N' Lake Estates of  
Sebring

## Town of Lake Placid/Placid Utilities

McQueen Small  
51 Park Dr.  
Lake Placid, FL 33852  
[Clerk@myLakePlacid.org](mailto:Clerk@myLakePlacid.org)  
(863) 699-3747  
(863) 699-3749 Fax

Service Area: Lake Placid City Limits,  
Tomoka Heights, Lake June areas, Highway  
Park, Lake Huntley areas

## US Water Services Corporation

Ron DeRossett (Utility Manager)  
4939 Cross Bayou Boulevard  
New Port Richey, FL 34652  
866-753-8292  
(904) 540-9765

Service Area: Lake Josephine Area

### \*\*\*\* PLEASE NOTE \*\*\*\*

If your property is within an improvement district, a letter must be received from that improvement district. The two improvement districts in Highlands County are:

Spring Lake

Sun N' Lake Estates of Sebring



**PETITION**

TO: HIGHLANDS COUNTY  
BOARD OF COUNTY COMMISSIONERS  
C/O ENGINEERING DEPARTMENT  
505 SOUTH COMMERCE AVENUE  
SEBRING, FLORIDA 33870

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TEL. NO. \_\_\_\_\_

DATE: \_\_\_\_\_

This is to Petition the Board of County Commissioners to consider vacating an easement, as shown on the attached map, legal description as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This Petition is being requested for the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will publish the Notice of Public Hearing in not less than two weekly issues of a newspaper of general circulation in Highlands County prior to the date stated therein for such hearing, and will have proof of publication in your office prior to the date of hearing.

\_\_\_\_\_  
Signature of Petitioner

Attachment: (MAP)

**PUBLIC NOTICE OF INTENTION TO APPLY TO THE  
BOARD OF COUNTY COMMISSIONERS TO CLOSE A ROAD**

Notice is hereby given that the Board of County Commissioners of Highlands County, Florida, upon petition of \_\_\_\_\_ will on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at 9:00 A.M., in the Board of County Commissioner's Meeting Room at 600 South Commerce Avenue, Sebring, Florida, consider and determine whether the county will close the road described below and renounce and disclaim any rights of the County and the public in and to the road and land in connection therewith. The road is described as:

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Persons interested may appear and be heard at the time and place specified above. Any person who might wish to appeal any decision made by the Board of County Commissioners of Highlands County, Florida, in public hearing or meeting is hereby advised that he will need a record of the proceedings, and for such purpose, he may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such appeal is to be based.

The Board of County Commissioners of Highlands County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discriminatory policy involves every aspect of the Board's functions, including one's access to, participation, employment or treatment in its programs or activities. "Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act or Section 286.26, Florida Statutes, should contact Ms. Pamela Rogers, ADA Coordinator at: 863-402-6509 (Voice), 863-402-6508 (TTY), or via Florida Relay Service 711, or email: [progers@hcbcc.org](mailto:progers@hcbcc.org). Requests for CART or interpreter services should be made at least 24 hours in advance of the meeting to permit coordination of the service."

BOARD OF COUNTY COMMISSIONERS  
HIGHLANDS COUNTY, FLORIDA  
CHAIRMAN  
ATTEST: Robert W. Germaine, Clerk

TO BE PUBLISHED IN THE \_\_\_\_\_ NEWSPAPER ON \_\_\_\_\_,  
20\_\_\_\_\_.

REQUEST "PROOF OF PUBLICATION"

**PUBLIC NOTICE OF ADOPTION OF RESOLUTION  
BY THE BOARD OF COUNTY COMMISSIONERS**

Notice is hereby given that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in accordance with Sections 336.09 and 336.10 of the Florida Statutes, the Board of County Commissioners of Highlands County, Florida, adopted a resolution vacating, abandoning, discontinuing and closing a road described as follows:

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Renouncing and disclaiming any rights of the County and public in and to same.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BOARD OF COUNTY COMMISSIONERS  
HIGHLANDS COUNTY, FLORIDA  
CHAIRMAN  
ATTEST: Robert W. Germaine, Clerk

TO BE PUBLISHED IN THE \_\_\_\_\_ NEWSPAPER ON \_\_\_\_\_,  
20\_\_\_\_.

REQUEST "PROOF OF PUBLICATION"

**RESOLUTION \_\_\_\_\_ -  
RESOLUTION PERTAINING TO THE CLOSING OF A  
ROAD IN HIGHLANDS COUNTY, FLORIDA.**

**WHEREAS**, a written request has been received from \_\_\_\_\_ (a copy of which is attached hereto) requesting that the Board of County Commissioners of Highlands County, Florida, close a road, located in Highlands County, Florida, described as follows:

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**NOW THEREFORE**, the Board of County Commissioners of Highlands County, Florida, does hereby declare that it will hold a public hearing in the Board of County Commissioners' Meeting Room at 600 South Commerce Avenue, Sebring, Florida on \_\_\_\_\_, 20\_\_\_\_, at 9:00 A.M., or as soon thereafter as possible, to consider the request to close the road described above.

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately upon its adoption.

**DONE AND ADOPTED** in regular session this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BOARD OF COUNTY COMMISSIONERS  
HIGHLANDS COUNTY, FLORIDA

By: \_\_\_\_\_  
Chairman

ATTEST:

By: \_\_\_\_\_  
Robert W. Germaine, Clerk

**RESOLUTION**

**WHEREAS**, the petition of \_\_\_\_\_ requesting that the Board of County Commissioners of Highlands County, Florida, close the road described below, and renounce and disclaim any rights of the county and the public in and to the road and any lands in connection therewith, was duly presented to the Board at a regular meeting held on \_\_\_\_\_, 20\_\_\_\_; and

**WHEREAS**, a notice of intention to apply to the Board of County Commissioners to close the road was duly published in the \_\_\_\_\_, a newspaper of general circulation in Highlands County, Florida, on \_\_\_\_\_, 20\_\_\_\_; and

**WHEREAS**, a hearing was held on \_\_\_\_\_, 20\_\_\_\_, and after due weight, consideration and determination, it was determined that the statutory requirements have been complied with and that the closing of the road will not adversely affect the ownership of any person.

**NOW, THEREFORE**, BE IT RESOLVED by the Board of County Commissioners of Highlands County, Florida, that the road described below be and it is hereby vacated, abandoned, discontinued, and closed, and all rights of the County and the public in and to the road and any lands in connection therewith be and they are hereby renounced and disclaimed. The road is described as:

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ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

BOARD OF COUNTY COMMISSIONERS  
HIGHLANDS COUNTY, FLORIDA

BY: \_\_\_\_\_

Chairman

ATTEST:

BY: \_\_\_\_\_  
Robert W. Germaine, Clerk