

Charlotte County

Application

Release and/or Occupation of County Easement

Please Print or Type

This application is for a

Release of Easement

Occupation of Easement

Release and Occupation of Easement

Reserved for County Use Only

File Number _____

Date Received _____

Owner (s) Information

Owner(s) Name _____

Mailing Address _____ Suite _____

City _____ State: _____ ZipCode: _____

Home Telephone () _____ Cell Phone Number () _____

Fax Number () _____ E-Mail Address _____

Property Information

Owner(s) Name _____

Street Address _____ City _____

Short Legal Description _____

Lot(s) Block Subdivision Section

Other: _____ Lot Recorded in Plat Book: _____ Pages _____

Property Appraiser's Tax Account Number(s) _____

Agent Information – Owner must also complete and submit Agent Authorization Form

Agent(s) Name _____

Business Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Business Telephone () _____ Cell Phone Number () _____

Fax Number () _____ E-Mail Address _____

Application Review

Application Review			Received	Comments
Release	Occupation	Document		
Yes	Yes	Application		
Yes	Yes	Boundary Survey (signed and sealed)		
Yes	Yes	Site Plan		
If Chosen as Option		Combined Boundary Survey and Site Plan		
Yes	No	Sketch of Description (signed and sealed)		
If Applicable	If Applicable	Agent's Authorization Form		
If Applicable	If Applicable	Affidavit		
N/A	Prepared by Department	Agreement to Encroach		

Please refer to the appendix of the Application Package for the Technical Requirements for the survey, site plan and sketch of description.

Additional Comments

Easements to be Released and/or Occupied --- Items Encroaching into Easements

Lot: Lot Number

Type: Release or Occupation: TR = Total Release, PR = Partial Release, OCC = Occupation

Construction: Please identify if the encroachment is the result of new construction (new) or a pre-existing condition (existing). If the encroachment is the result of a pre-existing condition, please provide the actual/estimated date of construction of the improvements.

Release	Type	Construction	Date	Item(s) Encroaching into Easement Area
Lot	Front			
	Side – Right			
	Side – Left			
	Rear – U/D			
	Rear - Canal			
Lot	Front			
	Side – Right			
	Side – Left			
	Rear – U/D			
	Rear - Canal			
Lot	Front			
	Side – Right			
	Side – Left			
	Rear – U/D			
	Rear - Canal			

Occupation

Lot	Front			
	Side – Right			
	Side – Left			
	Rear – U/D			
	Rear - Canal			
Lot	Front			
	Side – Right			
	Side – Left			
	Rear – U/D			
	Rear - Canal			
Lot	Front			
	Side – Right			
	Side – Left			
	Rear – U/D			
	Rear - Canal			

Purpose of Request: (Clear title to the land, allow for new construction etc.)

The Owner(s) acknowledge by their signature that they understand that they are responsible for also meeting all applicable zoning regulations including setback requirements and that a release or occupation of a County easement does not constitute permission or approval for encroachment into such setbacks.

Owner(s) Signature

Date

Note: The identification of easements on this application does not preclude the existence of any other easements of record.