

Charlotte County

Application

Occupation of a County Right-of-Way

Please Print or Type

This application is for a

Occupation of a County Right-of-Way

- Street/Roadway

- Canal Right-of-Way

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

			Received Comments
Not Applicable	Release	Occupation	Document
		Yes	Application
		Yes	Boundary Survey (signed and sealed)
		Yes	Site Plan
		If Chosen as Option	Combined Boundary Survey – Site Plan
		If Applicable	Agent's Authorization Form
		If Applicable	Affidavit
	Yes	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

Right-of-Way to be Occupied – Items Encroaching into Right-of-Way

Category	Information Required
Lot	Lot Number
Location	Location of Right of Way to Lot – Facing Lot From Street
Category	Street/Roadway or Canal right-of-Way
Construction	Existing or New
Date:	Date of Construction
Encroachments	Identification of Items Encroaching into Right-of-Way

Occupation of County Right of Way					
Lot	Location	Category	Construction	Date	Encroachments
	Front				
	Side – Right				
	Side – Left				
	Rear				
	Front				
	Side - Right				
	Side – Left				
	Rear				
	Front				
	Side – Right				
	Side - Left				
	Rear				

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

Owner(s) Signature

Date

If the application is being made by a prospective purchaser of the property, a notarized affidavit that an executed *Contract for Purchase and Sale* Agreement exists between the owner of the property and the applicant must be submitted to Real Estate Services at the time of application. Please see attached.

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