

## **RELEASE AND VACATION OF SBDD EASEMENTS, RIGHTS-OF-WAY, RESERVATIONS AND SURFACE WATER MANAGEMENT AREA (SWMA) DESIGNATIONS**

All Release and Vacations must be approved by the SBDD Board of Commissioners.

The following documents are required for approval by SBDD of the Release and Vacation of a SBDD Easement, Right-of-Way, Reservation, or SWMA:

- Letter addressed to the District Director requesting the Release and Vacation.
- Property Owner Information.
  - Name, title, address, telephone number, and e-mail address.
- Agent or Engineer Information.
  - Name, title, address, telephone number, and e-mail address.
- A copy of the original, recorded document for the easement, right-of-way, reservation, or SWMA for which a Release and Vacation is being requested.
- detailed explanation of why the Release and Vacation is being requested.
- Site Survey.
- Sketch and Legal description of the area to be Released and Vacated.
- Location Map of the subject property.
- Overlay Plan of the property showing the location of the Easement, Right-of-Way, Reservation, or SWMA to be vacated.
- Drainage Map showing the existing drainage patterns and evidence that the proposed Release and Vacation will not alter or otherwise impact existing drainage patterns.
- \$250.00 Review fee per Easement/Right-of-Way/Reservation to be Released and Vacated.
- \$100.00 Review fee plus recording costs per SWMA to be Released and Vacated.

Depending on the scope and nature of the Release and Vacation request, SBDD may require additional supporting document including, but not limited to, the following:

- Paving & Drainage Plan.
- Overall Easement Plan.
- If a new Easement(s) or SWMA is required to replace the Easement(s) or SWMA being Released and Vacated:
  - Sketch and Legal description of new easement(s) or SWMA.
  - Overlay Plan of the property showing both the old and new Easement(s)/SWMA.
  - The new Easement(s) or SWMA documents will need to be signed and recorded as a condition of approval of the Release and Vacation.

There is no application form associated with a Release and Vacation request to SBDD. The applicant shall be responsible to reimburse SBDD for all recording and legal costs associated with this request.