

TOWN OF PALM BEACH
ABANDONMENT OF DEDICATED PUBLIC PROPERTY
RELATED TO UNDERGROUNDING
(RIGHT-OF-WAY & EASEMENT)
CHECKLIST -PROCEDURE 2-88-1
CODE OF ORDINANCES, CHAPTER 106, ARTICLE IV

ADDRESS: _____ TOWN COUNCIL MEETING DATE: _____

LEGAL ADVERTISEMENT: *Approximately Three [3] Weeks Prior To Council Meeting***

Check legal ad deadlines to assure adhering to time frame for submission of advertisement for publication to coincide with time frame of Council meeting. Email to: legals@pbpost.com**

1. One-time legal advertisement sent to PB Daily News/Post – Public Hearing Notice to include lot/ property and description. Circulate to Author, Manager, Director, and Town Attorney for approval:

DEADLINE DATE	DATE AD ROUTED FOR REVIEW/APPROVAL	DISTRIBUTION	DATE OF APPROVALS	DATE AD SUBMITTED
		Author		
		Manager		
		Director		
		Town Attorney		

2. Once approved, reply to PB Daily News/Post it is good to publish: **Date:** _____

3. PB Daily News/Post to provide Proof of Publication (include with Town Council meeting back-up): **Date:** _____

4. Invoice and Proof of Publication to be processed for payment. Circulate to Department Manager & Director for approval then email to: TOPBInvoices@townofpalmbeach.com for processing. Retain copy of invoice in file. **Date:** _____

5. Create a Track-It to obtain an email address from IT to include in body of Letters of Notification that is exclusive to easement (i.e. if address is 123 Atlantic Ave, request email address to be 123Atlanticave.easement@townofpalmbeach.com) **Date Requested:** _____
Date Obtained: _____

6. Prepare Letters of Notification to Property Owners and Adjacent Neighbors (those within 300 feet) of easement abandonment. Circulate For review/approval:

DATE PREPARED	DATE DISTRIBUTED FOR REVIEW/APPROVAL	DISTRIBUTION	DATE OF APPROVAL
		Author	
		Manager	
		Director	
		Town Attorney	

7. **Distribute Memo to Departments - 4 weeks before Town Council Meeting: Date**

Sent: _____

DATE PREPARED	DATE DISTRIBUTED FOR REVIEW/APPROVAL	DISTRIBUTION	DATE OF APPROVAL
		Author	
		Manager	
		Director	
		Town Attorney	

8. Mail Letters of Notification via Certified/Return Receipt mail to property owners and adjacent neighbors (within 300 feet) **(Must be mailed 2 weeks prior to Council meeting for proper notification)**

Deadline Date: _____

Date Mailed: _____

TOWN COUNCIL MEETING - **MUST BE ON AGENDA AS "PUBLIC HEARING" **

Meeting Items:

Included

- TC Memo
- Resolution (listing all properties/lots or property owner)
- Sketches of Properties/Lots attached to Resolution
- Notice to Property Owners
- Notice to Adjacent Neighbors (within 300 feet)
- Copy of Legal Ad (proof of publication)

****After Item is Approved by Town Council**:**

Recording and Distribution:

Date Completed

- a. Resolution and attachments e-recorded with PB County Clerk's office (e-file)
- b. Once filed and returned from the PBC Clerk's Office, forward to Town Clerk for filing in the Town
