


**BOARD OF COUNTY
COMMISSIONERS**

Jay J. Beyrouth
Dave Eggers
Pat Gerard
Charlie Justice
Janet C. Long
Karen Williams Seel
Kenneth T. Welch



MEMORANDUM

TO: Norman D. Loy, Deputy Clerk
BCC Records

FROM: Sean P. Griffin 
Real Property Manager

SUBJECT: PETITION TO VACATE – Submitted by Tommy G. Mathison
File No. 1542 CATS 50420 Legistar 19-029A
Property Address: 7378 54th Avenue North, St. Petersburg, Fl 33709

DATE: January 16, 2019

Enclosed herewith are the following originals:

Petition to Vacate
Copy of the Legal Description (Original signed and sealed Legal is attached to the Resolution)
Application and Findings of Fact

Letters of no objection from:

Bright House
Duke Energy
Frontier
Pinellas County Utilities Engineering
TECO Electric
TECO Peoples Gas
WOW! (Knology)

Receipts dated 30-NOV-2017 and 10-SEP-2018 and copy of checks #1528 and #1465 in the amount of \$750.00.

Please set the public hearing for the BCC meeting of February 26, 2019, place the necessary newspaper advertising in accordance with State Statute 336.10 (which requires advertising one time not less than two weeks prior to the public hearing and one time within 30 days after the adoption of the Resolution vacating), and mail notices of the public hearing date to the owners shown on the attached list. Thank you

Pinellas County
Real Estate Management
509 East Ave. S.
Clearwater, FL 33756
Main Office: (727) 464-3496
FAX: (727) 464-5251
V/TDD: (727) 464-4062

www.pinellascounty.org



SUBMITTED TO THE BOARD OF COUNTY COMMISSIONERS
OF PINELLAS COUNTY, FLORIDA

PETITION TO VACATE, EASEMENTS, PUBLIC RIGHTS-OF-WAY OR ALLEYS

Comes now your Petitioners, Tommy G. Mathison
Name of Petitioner

and respectfully requests this Honorable Board of County Commissioners to adopt a resolution vacating:

Lands described in legal description attached
hereto and by this reference made a part hereof.

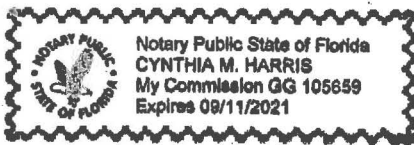
Your petitioners represent that: 1) the petitioners own the fee simple title to the whole or that portion of the plat (easement) that is sought to be vacated; 2) the vacation request herein will not cause injury to any surrounding property or property owners, and that the above described property does not now serve and is not needed for any public purpose; 3) the interest of the public will not be adversely affected by this vacation, nor will such vacation affect the ownership, or the right of convenient access, of persons owning any other parts of said subdivision.

I hereby swear and/or affirm that the forgoing statements are true:

Tommy G. Mathison
Tommy G. Mathison

STATE OF FLORIDA
COUNTY OF PINELLAS

Sworn to (or affirmed) and subscribed before me this 10th day of September, 2018,
by Tommy G. Mathison He is personally known to me, or has produced _____
as identification, and who did (did not) take an oath.



NOTARY
SEAL

NOTARY Cynthia M. Harris
Print Name Cynthia M. Harris

My Commission Expires: _____

Commission Number: _____

LEGAL DESCRIPTION and SKETCH
THIS IS NOT A SURVEY

LEGAL DESCRIPTION - VACATION AREA

A PORTION OF THAT 20 FOOT WIDE STRIP OF LAND (KNOWN AS 74th STREET NORTH), LYING WEST OF AND ADJOINING TO LOTS 11, 12, 13 AND 14, BLOCK D, BON CREEK PARK, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 24, PAGE 81, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 11, BLOCK D; THENCE N70°08'03"W, A DISTANCE OF 21.16 FEET TO A POINT ON THE WESTERLY RIGHT-OF-WAY OF SAID 74th STREET NORTH; THENCE N00°47'40"E, ALONG SAID WESTERLY RIGHT-OF-WAY OF 74th STREET NORTH, A DISTANCE OF 283.40 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY OF 54th AVENUE NORTH; THENCE S89°49'17"E, ALONG SAID SOUTHERLY RIGHT-OF-WAY OF 54th AVENUE NORTH, A DISTANCE OF 20.00 FEET TO A POINT ON THE WEST BOUNDARY OF SAID BLOCK D; THENCE S00°47'40"W, ALONG SAID WEST BOUNDARY OF BLOCK D, A DISTANCE OF 290.53 FEET TO THE POINT OF BEGINNING.

CONTAINING 5,739 SQUARE FEET OR 0.13 ACRES, MORE OR LESS.

PREPARED FOR

TOMMY MATHISON

Reviewed by: GH SB
Date: 1-4-18
SPN# 501-1542

SHEET 1 OF 2

CERTIFICATION: I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE LEGAL DESCRIPTION AND SKETCH SHOWN HEREON SUBSTANTIALLY MEETS THE STANDARDS OF PRACTICE FOR LAND-SURVEYING DESCRIBED IN THE STATE OF FLORIDA RULE 5J-17, F.A.C. FURTHERMORE, THIS CERTIFICATION SHALL NOT EXTEND TO ANY OTHER PERSONS OR PARTIES OTHER THAN THOSE NAMED HEREON AND SHALL NOT BE VALID AND BINDING AGAINST THE UNDERSIGNED SURVEYOR WITHOUT THE ORIGINAL RAISED SEAL AND SIGNATURE OF THE FLORIDA LICENSED SURVEYOR AND MAPPER.

George A Shimp III

GEORGE A. SHIMP III, PROFESSIONAL SURVEYOR & MAPPER No. 6137

JOB NUMBER: 170344 DATE SURVEYED: N/A
DRAWING FILE: 170344.DWG DATE DRAWN: 10-31-2017
LAST REVISION: N/A X REFERENCE: N/A



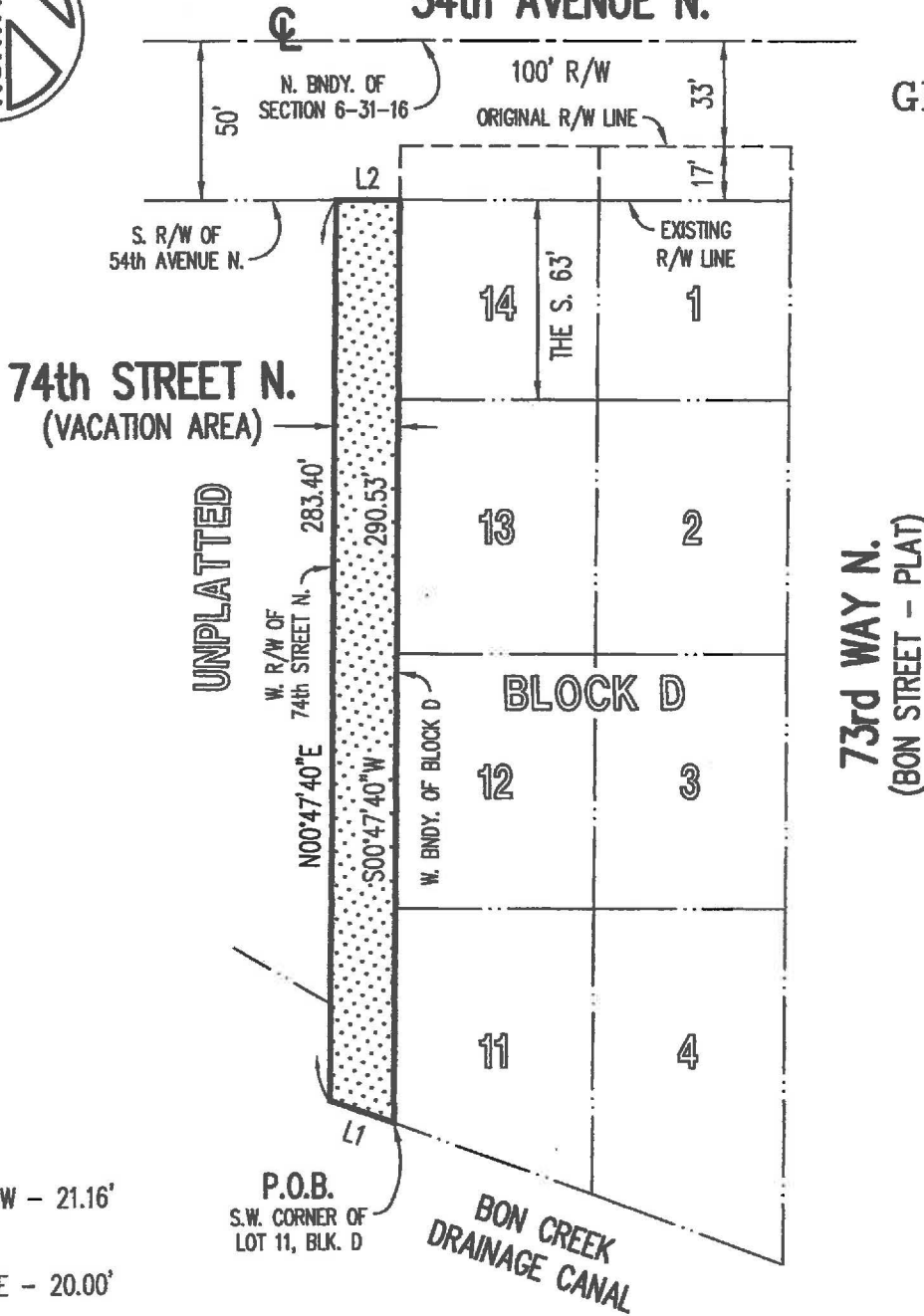
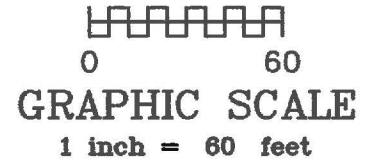
R.C.
LB 1834

**GEORGE A. SHIMP II
AND ASSOCIATES, INCORPORATED**
LAND SURVEYORS LAND PLANNERS
3301 DeSOTO BOULEVARD, SUITE D
PALM HARBOR, FLORIDA 34683
PHONE (727) 784-5496 FAX (727) 786-1256

LEGAL DESCRIPTION and SKETCH
THIS IS NOT A SURVEY



54th AVENUE N.



BLK = BLOCK
BNDY = BOUNDARY
CL = CENTERLINE
LB = LAND SURVEYING BUSINESS
NO = NUMBER
POB = POINT OF BEGINNING
R/W = RIGHT-OF-WAY

LINE L1
N70°08'03"W - 21.16'
LINE L2
S89°49'17"E - 20.00'

SHEET 2 OF 2

CERTIFICATION: I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE LEGAL DESCRIPTION AND SKETCH SHOWN HEREON SUBSTANTIALLY MEETS THE STANDARDS OF PRACTICE FOR LAND SURVEYING DESCRIBED IN THE STATE OF FLORIDA RULE 5J-17, F.A.C. FURTHERMORE, THIS CERTIFICATION SHALL NOT EXTEND TO ANY OTHER PERSONS OR PARTIES OTHER THAN THOSE NAMED HEREON AND SHALL NOT BE VALID AND BINDING AGAINST THE UNDERSIGNED SURVEYOR WITHOUT THE ORIGINAL RAISED SEAL AND SIGNATURE OF THE FLORIDA LICENSED SURVEYOR AND MAPPER.

JOB NUMBER: 170344 DATE SURVEYED: N/A
DRAWING FILE: 170344.DWG DATE DRAWN: 10-31-2017
LAST REVISION: SEE SHEET 1 X REFERENCE: SEE SHEET 1

George A. Shimp III
GEORGE A. SHIMP III; PROFESSIONAL SURVEYOR & MAPPER No. 6137

**GEORGE A. SHIMP II
AND ASSOCIATES, INCORPORATED**
LAND SURVEYORS LAND PLANNERS
3301 DeSOTO BOULEVARD, SUITE D
PALM HARBOR, FLORIDA 34683
PHONE (727) 784-5496 FAX (727) 786-1256
LB 1834

APPLICATION AND FINDINGS OF FACT

FOR PETITION TO RELEASE PLATS OR PORTIONS OF PLAT (EASEMENTS)

APPLICANT(S): Tommy G. Mathison
Address: 415 Wildwood Way
City, State, Zip: Belleair, FL. 33756
Daytime Telephone Number: 727-461-1053

SUBJECT PROPERTY ADDRESS: 7378 54th Ave. N., County
City, State, Zip: _____
Property Appraiser Parcel Number: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS TO THE BEST OF YOUR KNOWLEDGE

- 1. The right-of-way or alley is: open and used unopened "paper" street
- 2. Is there a pending "Contract for Sale"? Yes No

If yes, please list all parties involved in the sales contract:
Going on the Real Estate Market.

3. Is a corporation involved as owner or buyer?
If yes, please give corporation name and list corporate officers:
No

4. Complete subdivision name as shown on the subdivision plat:
Bon Creek Park Sub., Block D, Lots 1, 2, 3, 4, 11, 12, 13, 14

5. Subdivision Plat Book Number 24 Page number(s) 81

6. Is there a Homeowners Association? Yes No

7. Reason(s) for requesting this release – check all that apply:
- Need to release to clear an existing encroachment:
 Pool Screened Pool & Deck Building Other
 - Need to release to clear title: Yes No

-Want to release to allow for:

Pool Screened Pool/Deck Building Addition Other

-Want to vacate to include the vacated right of way or alley into my property for:

Increased property size Prohibiting unwanted use of the area

Other: To Build 4 New Homes

8. Is Board of Adjustment required? Yes No

To determine if a variance is required, please call the BUILDING DEVELOPMENT REVIEW SERVICES DEPARTMENT at 464-3888.

9. Please provide any relevant additional comments:

10. If anyone has assisted you with the preparation of this form, gathering of information or requesting information on your behalf, please list their name, title, address and phone number below.

Name _____ Title _____

Address _____ Phone _____

CITIZEN DISCLOSURE

11. No 1) I have a current family relationship to an employee, or an elected official, of Pinellas County Government. That person is N/A, employed in the Department of N/A, or Office of _____, Elected Official.

 2) I am not aware of any current family relationship to any employee, or Elected Official, of Pinellas County Government.

No 3) I am an employee of Pinellas County Government, in the N/A Department, or the Office of N/A, Elected Official.

The definition of family relationship, for the purposes of this document, is the immediate family consisting of: father, mother, brother, sister, half-brother or sister, adopted brother or sister, or by law or marriage, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

APPLICANT(S) SIGNATURE

DATE: _____

Tommy D. Mathison



October,17 2017

Re: petition to release easements lying on the east side of lots 11,12,13,14 of Bon creek park subdivision. Better known as 7378-54 Ave No.

Bright House Networks has no objections.

XXX Bright House Networks has no objections provided easements for our facilities are Retained / granted

Bright House has no objections provided applicant bears the expense for relocation of any Bright House facilities to maintain service to customers affected by the proposed Vacate.

_____ In order to properly evaluate this request, Bright House will need detailed plans of facilities proposed for subject areas.

_____ Bright House has facilities within this area, which may conflict with subject project Please call one call locating. **SEE NOTES**

_____ Bright House requires 30 days written notice prior to construction start date to relocate their facilities.

NOTES:

A handwritten signature in blue ink, appearing to read "Ted Bingham".

Sincerely,
Ted Bingham
Bright House Networks
Field Engineer
Pinellas County
727-329-2847



2166 Palmetto Street
Clearwater, FL 33765: CW-13

Jason.McDarby@duke-energy.com

o: 727.562.5706
f: 727-562-5753

October 24, 2017

Tommy G. Mathison
415 Wildwood Way
Belleair, Florida 33756

**RE: *Approval of a vacation of Right-of-Way
Section 03, Township 31 South, Range 16 East, Pinellas County, Florida
7378 54th Ave N***

Dear Mr. Mathison,

Please be advised that to **DUKE ENERGY FLORIDA, INC., d/b/a DUKE ENERGY, *Distribution Department* and *Transmission Department*** have “**NO OBJECTIONS**” to the vacation of a portion of Right-of-Way that lies South of 54th Avenue North and West of Lots 11, 12, 13 and 14, Block D, **BON CREEK PARK**, according to the plat thereof, as recorded in Plat Book 24, Page 81, Public Records of Pinellas County, Florida.

Sincerely,

A handwritten signature in black ink, appearing to read "J. McDarby", written over a white background.

Jason McDarby
Land Agent
Distribution Right of Way - Florida



Frontier Communications
3712 W Walnut St.
Tampa, FL USA 33607
Office: (813) 874-4805
Fax: (813) 874-0769
Mobile: (813) 892-9648
Email: daniel.collings@ftr.com

8/21/2017

Attn: Tommy G. Mathison
415 Wildwood Way
Belleair, Florida 33756

RE: Frontier No Objection 7378 54th Ave N., St. Petersburg Florida

Dear Mr. Mathison,

- Our records do not indicate that there are Frontier Communications facilities in the area of the Plat request as per the attachment provided.
- Frontier Communications has no objection to the above referenced request as per the attachment.
- Frontier Communications has facilities within the proposed vacate area. A recordable non-exclusive Easement in favor of Frontier will be required for Frontier Communications facilities to remain in the proposed vacated R.O.W.
- Frontier Communications has facilities in the area, which may be in conflict with your proposed construction plans. Please contact "Sunshine State One-Call of Florida, Inc." by dialing 811, 48 hours prior to the start of your work to have these facilities located for you. Please take all necessary precautions to protect and avoid damage of these facilities during your construction.
- Frontier Communications has facilities in the area, which may be in conflict with your proposed construction plans. Please send a set of construction plans and references to the Frontier Communications Engineering Department in regards to the above project.
- Frontier Communications has facilities in the area of your proposed construction. Prepayment is required to markup a set of construction plans in order to confirm and accurately depict Frontier Communications facilities. There will also be a reimbursement of all costs required for relocation/adjustments of Frontier Communications facilities needed to accommodate the proposed construction project.

Please call me if you have any questions or need any additional information at (813) 874-4805.

Sincerely,

Daniel Collings
Frontier Communications
Region Rights of Way
& Municipal Affairs Mgr.

**BOARD OF COUNTY
COMMISSIONERS**

Dave Eggers
Pat Gerard
Charlie Justice
Janet C. Long
John Morroni
Karen Williams Seel
Kenneth T. Welch



September 5, 2017

Tommy G. Mathison
415 Wildwood Way
Belleair, FL 33756

RE: Petition to Release 20' Right-of-Way on the west side of lots 11, 12, 13, and 14,
Bon Creek Subdivision, Block D

Dear Mr. Mathison,

Pinellas County Utilities does not have potable water, reclaimed water, or sanitary sewer facilities in this easement and has "No objection" to this request.

If you have any questions, please do not hesitate to contact me at (727) 464-4068.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joe Graham", with a large loop at the end.

Joe Graham, P.E.
Professional Engineer
Pinellas County Utilities





AN EMERA COMPANY

TO: Cynthia Harris
FROM: Melissa E. Douglas, Real Estate Services
DATE: September 10, 2018
RE: Proposed Vacation: (Legal and Sketch Attached)
Portion of 74th St, BON CREEK PARK, Plat Book 24, Page 81
Section 06, Township 31 South, Range 16 East, Pinellas County, FL

Tampa Electric Company does not serve the subject area, therefore does not object to the Petition to Vacate for the abovementioned property more particularly described on the attached Legal and Sketch.

Feel free to contact me at medouglas@tecoenergy.com or (813) 228-1090 with any further questions or concerns.



9/12/2018

To: Cynthia Harris
Pinellas County: FL Real Estate Management/Real Property Division
509 East Ave. St. Petersburg, FL

RE: Vacation of Right of Way

Portion of that 20 foot wide strip of land (known as 74th Street North), lying west of and adjoining to lots 11,12,13 and 14, Block D, Bon Creek Park, according to the plat thereof as recorded in Plat Book 24, page 81, of the public records of Pinellas County, Florida.

From: TECO Peoples Gas

To Whom It May Concern,

Thank you for contacting TECO Peoples Gas Company regarding a Vacation of Right of Way at the above referenced location. After reviewing the documents you provided, TECO-Peoples Gas has NO objection to the right of way vacate.

If I can be of further assistance, please do not hesitate to call me at 813-275-3783

Sincerely,

A handwritten signature in black ink, appearing to read "Joan Downing". The signature is fluid and cursive, with a large initial "J" and "D".

Joan Downing
Administrative Specialist
Peoples Gas
Distribution Engineering
8416 Palm River Road
Tampa, FL 33619
Office: 813-275-3783

Enclosure (1)



It's that kind of experience.

wow.way.com

WOW! Internet • Cable • Phone

August 25, 2017

Tommy G. Mathison
415 Wildwood Way
Belleair, FL 337565

Re: Petition to vacate the 20' (ft.) wide platted Right-of-Way adjacent to the East parcel line of 7400 54th Ave. N. (Parcel ID: 06-31-16-00000-220-0100).

Mr. Mathison:

Thank you for contacting Wide Open West (WOW!) with the subject request.

XX WOW! has 'NO OBJECTION'.

— In order to properly evaluate this request, WOW! will need plans identifying the specific area/location concerning the subject request.

— WOW! maintains facilities within this area that may conflict with the subject request. WOW! has no objections provided easements are granted for our utility routes.

Please contact me with any questions concerning this conditional response.

**WOW!
Jay Young
Construction Technician
3001 Gandy Blvd. N.
Pinellas Park, FL 33782**

Sincerely,

Jay Young
Construction Technician
WOW!
(727) 239.0156 Office
(727) 235.1553 Cell

jay.young@wowinc.com

3001 Gandy Blvd N - Pinellas Park, FL 33782

PETITION TO RELEASE
PUBLIC HEARING

For your information, below please find the steps necessary for the Real Estate Division to prepare your petition for the public hearing.

At the time you bring in the completed application, letters of no objection and all documents requested, a \$350.00 non-refundable application fee is required to begin the petition to release or release of easement application. When the County staff review and approval of the application is complete, you will be notified by mail and requested to submit the Petition to Release form together with the \$400.00 filing and advertising fee, and all pertinent fees associated with approval of the request. Upon receipt of the check, made payable to the Board of County Commissioners (BOCC), and the Petition, the **PETITION TO RELEASE PACKAGE** is prepared by County staff for presentation to the **BOARD OF COUNTY COMMISSIONERS** as a public hearing agenda item.

FYI, below are the steps necessary for the Real Estate Division to prepare for the public hearing include:

ADVERTISEMENT

In accordance with Florida State Statute 177.10, the date of the public hearing will be advertised "by publishing legal notice in a newspaper of general circulation in the county in which the parcel of land is located, in not less than two weekly issues of said paper". The advertisement is placed in the paper by the Clerk of the Circuit Court, Board Records Section.

ADVERTISEMENT

In accordance with Florida State Statute 336.09, 336.10, & 336.12, "the Commissioners shall hold a public hearing and shall publish notice thereof, one time in a newspaper of general circulation in the county in which the parcel of land is located, at least two weeks prior to the date stated therein for such hearing". Following the Public Hearing, "Notice of the adoption of the Resolution by the Commissioners shall be published one time, within 30 days following its adoption, in one issue of a newspaper of general circulation". These advertisements are placed in the paper by the Clerk of the Circuit Court, Board Records Section.


TOMMY G. MATHISON
 415 WILDWOOD WAY PH. 727-461-1053
 BELLEAIR, FL 33756

63-391/631 1528

Date 11/30/17

Pay to the Order of Board of Co. Commissioners \$ 350 ¹⁰⁰/₁₀₀

Three hundred fifty & ¹⁰⁰/₁₀₀ Dollars


 FIFTH THIRD BANK

For Fee to vacate R/O Tommy G. Mathison

⑆063103915⑆ 7421120812⑆ 1528

PETITION TO RELEASE
PUBLIC HEARING

For your information, below please find the steps necessary for the Real Estate Division to prepare your petition for the public hearing.

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ADVERTISEMENT

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83-391/631 1465

TOMMY G. MATHISON
415 WILDWOOD WAY PH. 727-461-1053
BELLEAIR, FL 33756

Date: 9/10/18

Pay to the Order of: BOCC

Four hundred & ^{NO} ₁₀₀ Dollars

 **FIFTH THIRD BANK**

For: Filing Fee

Tommy G. Mathison

⑆063103915⑆ 7421120812⑈ 1465

PROPERTY OWNER COURTESY NOTIFICATION LIST FOR FILE #1542

PETITIONER

MATHISON, TOMMY G TRUST
415 WILDWOOD WAY
BELLEAIR FL 33756-2008

ADJACENT PROPERTY OWNERS
NOTIFICATION LETTER SENT TO THESE OWNERS
BY THE CLERK OF THE CIRCUIT COURT – BCC RECORDS DIVISION

REAL PROPERTY DIVISION
ATTN: CYNTHIA M. HARRIS
509 EAST AVENUE S
CLEARWATER, FL 33756

MATHISON, TOMMY G TRUST
415 WILDWOOD WAY
BELLEAIR FL 33756-2008

SIMMONS, ALYCE E
3074 PINE TREE AVE APT A
LARGO FL 33771-2571

REAL ESTATE MANAGEMENT
ATTN: ANDREW PUPKE
509 EAST AVENUE S
CLEARWATER, FL 33756

RUTLEDGE, THOMAS W
7356 54TH AVE N
ST PETERSBURG FL 33709-2665

FACKIH CONSULTING SOLUTIONS LLC
4749 34TH ST S
ST PETERSBURG FL 33711-4507

BROTHERS, JUDITH ANN
7400 54TH AVE N
ST PETERSBURG FL 33709

MARTENY, JOHN
7344 54TH AVE N
ST PETERSBURG FL 33709-2665

PARKSIDE VILLAS HMOWN
PO BOX 3303
PINELLAS PARK FL 33780-3303

SABBA, ANTHONY JR
5372 73RD ST N
ST PETERSBURG FL 33709-2651

GUILER, MICHAEL W.
5298 73RD STREET NORTH
ST. PETERSBURG, FL 33709

STREET, FERN E
STREET, KAREN S
5324 73RD STREET NORTH
ST. PETERSBURG, FL 33709

REQUEST FOR ADVERTISING

TO: BCC Records

FROM: Sean P. Griffin, Manager
Real Estate Management /Real Property Division

RE: Petition to Vacate Public Hearing
File No. 1542 – Tommy G. Mathison

DATE: January 16, 2019

THIS VACATION OF RIGHT-OF-WAY IS DONE UNDER STATE STATUTE 336.10. ADVERTISING IS REQUIRED ONE TIME AT LEAST TWO WEEKS PRIOR TO THE PUBLIC HEARING AND NOTICE OF THE ADOPTION OF THE RESOLUTION VACATING IS TO BE ADVERTISED ONE TIME WITHIN 30 DAYS FOLLOWING THE ADOPTION.

AD COPY ATTACHED: Yes XXX No _____

REQUIRES SPECIAL HANDLING: Yes _____ No XXX

NEWSPAPER: St. Petersburg Times _____ Pinellas Review XXX

DATE(S) TO APPEAR: 2/15/2019

SIZE OF AD: _____

SIZE OF HEADER: _____

SIZE OF PRINT: _____

SPECIAL INSTRUCTIONS OR COMMENTS: _____

NOTICE OF PUBLIC HEARING

Notice is hereby given that on February 26, 2019, beginning at 6:00 P.M., a public hearing will be held by the Board of County Commissioners in the County Commission Assembly Room, Fifth Floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, 33756, to consider the petition of Tommy G. Mathison, to vacate, abandon and/or close the following:

**That portion of 74th Street N lying west of Lots 11 through 14,
Block D, Bon Creek Park, Plat Book 24, Page 81,
Lying in Section 6/31/16, Pinellas County, Florida.**

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. WITHIN TWO (2) WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE, PLEASE CONTACT THE OFFICE OF HUMAN RIGHTS, 400 SOUTH FORT HARRISON AVENUE, SUITE 500, CLEARWATER, FLORIDA 33756, (727) 464-4880 (VOICE), (727) 464-4062 (TDD).

**KEN BURKE, CLERK TO
THE BOARD OF COUNTY COMMISSIONERS
By: Norman D. Loy, Deputy Clerk**

SPECIAL INSTRUCTIONS

- 5 weeks prior to Public Hearing date:
Tuesday of that week Real Estate (Cynthia Harris) coordinates with Jo Lugo for availability on the proposed agenda and gives notice of the proposed number of Petition to Release packages.

- 4 weeks prior to Public Hearing date:
Tuesday of that week Real Estate (Cynthia Harris) Notifies Jo the actual number of petitions and the names of the petitioners projected to go to the agenda.

- **ADVERTISEMENT ACTION:**
 - 3 weeks prior to Public Hearing date
 - (for F.S. 177.101:) (for F.S. 336.09, 10, 12)
Wednesday of that week, the Request to Advertise package for each petition must be delivered to BCC Records (Norman Loy) to meet State Statute advertising requirements. (If any petition package is not approved as of this day, please notify Jo ASAP so they can PULL the item from the Board agenda.)

PLEASE NOTE: When the Request to Advertise package is delivered to Board Records/Norman, a copy of the ad is provided to Jo.

Thank you.