



**Community Development Department**  
Building Services Division

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3780

## Termination of Easement Instructions

The termination of easement between original infill/ITT lots is required when any improvements cross over the property line separating the properties. Original infill/ITT lots have a 5' utility easement around the perimeter of the property.

To submit an application to terminate/vacate the easement between the two lots (apart from the 5' across the front and rear), the following steps are to be followed. All documentation below are to be submitted with a Termination of Easement Application.

1. Binding Lot Agreement is required to be completed prior to any of the next steps.
  - Contact the Planning Division at 386-986-3736
2. Application for the building permit, for the proposed improvements must be submitted prior to submittal for the termination of easement.
3. Survey with both properties showing all existing structures and easements
4. Survey with both properties identifying the easement to be removed. You may mark the easement with XXXX (do not highlight), be sure NOT to include the front and rear 5' of the easement
5. Copy of the recorded deeds for each property
6. Written release of easement is required from the entities below. When submitting your request to them, be sure to include copies of the two surveys indicating the easement to be removed
  - Florida Power and Light
    - Loren Isabel 386-586-6478
    - Email [Lorenisabel.repollo@fpl.com](mailto:Lorenisabel.repollo@fpl.com)
  - AT&T
    - Jacob Brooks 386-843-0316
    - Email [jb068s@att.com](mailto:jb068s@att.com) or [jacobbrooks@att.com](mailto:jacobbrooks@att.com)
  - Charter/Spectrum
    - Timothy Haynes 386-414-5078
    - Email [timothy.haynesII@charter.com](mailto:timothy.haynesII@charter.com)
  - City of Palm Coast Utility Department
    - Greg Degler 386-986-2384
    - Email [gdegler@palmcoastgov.com](mailto:gdegler@palmcoastgov.com)
  - City of Palm Coast Engineering Department
    - Jordan Myers 386-986-4789
    - Email – [jmyers@palmcoastgov.com](mailto:jmyers@palmcoastgov.com)
    - Carlos Brito 386-986-4776
    - Email [cdominguezbrito@palmcoastgov.com](mailto:cdominguezbrito@palmcoastgov.com)



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