



**INSTRUCTIONS FOR PREPARING AN
EASEMENT CONVEYANCE
TO PALM BEACH COUNTY**

NOTE: If Palm Beach County is party to the proposed plat, verify with Land Development if the proposed easement can be shown on the plat rather than using a separate instrument to Palm Beach County. If not, please follow the instructions below:

**Department of Engineering
and Public Works**

P.O. Box 21229

West Palm Beach, FL 33416-1229

(561) 684-4000

FAX: (561) 684-4050

www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Gregg K. Weiss, Mayor

Maria Sachs, Vice Mayor

Maria G. Marino

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

County Administrator

Verdenia C. Baker

1. All sections of the Document Request Form should be fully completed (info can be typed into the .PDF) and submitted along with the appropriate Checklist.
2. If the property is owned by an individual or individuals, then signature authority will not be required. If the property is owned by a Corporation, Partnership, Limited Partnership, etc., then a copy of the minutes, resolution, affidavit, secretary certificate, etc. must be provided to establish that the person who will be signing the document has the specific authority to convey the property to Palm Beach County.
3. If applicable, provide a copy of the Resolution that contains the conditions for the conveyance(s). If a Resolution is not applicable, then provide a copy of the applicable Permit conditions from the Development Review Official (DRO), or other documentation explaining why the conveyance to Palm Beach County is needed.
4. Provide a signed and sealed legal description and sketch (8.5" x 11") in accordance with current standards of practice and all County requirements for the Palm Beach County Survey Division to review. Electronic submittals with a certified digital signature are preferred, however, paper copies are also acceptable. When submitting paper copies, please provide two (2) signed and sealed originals. The final approved version of the legal description and sketch will need to be attached to the signed conveyance document.
5. Provide a signed and sealed Boundary Survey or Specific Purpose Survey (no older than 60 days) (minimum 24" x 36") in accordance with the following:
 - a) current standards of practice and all County requirements
 - b) identification of all easements/encumbrances per title commitment in tabular form and their current disposition (eg. plotted, not plotted, blanket)
 - c) identification of all above ground improvements
 - d) identification of the parcel to be conveyed

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Official Electronic Letterhead



6. Provide a copy of the approved Site Plan (minimum 11” x 17”) with the parcel highlighted.
7. Provide a copy of the proposed plat (minimum 11” x 17”) with the parcel highlighted. If a new plat is being filed, the plat should be at the Technical Compliance (TC) level. If available, a copy of the TC notification can be submitted with the application. Submittals prior to TC may be subject to revisions on the proposed plat, which can require the applicant to provide an updated legal description and sketch, title commitment, and additional staff review time may be required.
8. Provide a title commitment with an effective date no older than thirty (30) days from the official submittal date. Include Palm Beach County, a political subdivision of the State of Florida, as the proposed insured and a minimum value of \$25,000.

The insured value (for larger parcels above the minimum threshold of \$25,000) should be based upon the sq. ft. calculation of the most recent sale of the parent / adjacent tract or the current land value shown on the Palm Beach County Property Appraiser’s website, whichever is higher.

Insured Value Example:

The subject parcel being submitted for review is 12,631 sq. ft. The most recent sale of the parent tract is \$4,170,000 for 3.57 acres. This equates to \$1,168,067 per acre or \$26.815 per sq. ft. When you multiply the size of the subject parcel (12,631 x 26.815) it comes to approximately \$338,700. This is the amount required for title insurance purposes.

A “marked-up” title commitment will need to be provided prior to closing. A title policy will need to be issued to Palm Beach County within thirty (30) days after closing. There shall be no encumbrances on the subject property (e.g. including but not limited to easements, conflicting improvements, utilities, etc...) that could affect the function of the conveyance. **Copies of any encumbrance documents shown on Schedule B-II must be provided.**

If there are any mortgages on subject property, a partial release will need to be obtained by the applicant. *Any title exceptions require prior approval.*

All electronic submittals of copies of Schedule B-II title exceptions must be individually named with the corresponding recording information.



The County will prepare the requested document and provide any comments, typically within 30 days, after a complete package of the aforementioned items have been provided.

The Requested Document should be fully executed and an unrecorded ORIGINAL returned to the County for acceptance by the Deputy County Engineer.

Owner(s) must sign their name(s) exactly as shown in the spaces provided on the Requested Document. Owner(s) signatures must be notarized by a Notary Public in good standing.

Two witnesses must sign their names and type or print their name(s) and addresses in the space provided on the Requested Document. The Notary Public may also sign as one of the two required witnesses.

Upon approval of all the documents, a mutually agreeable closing date will be established. If needed, a closing statement will be prepared by the County and sent for review and signature.

The signing of the closing statement (the “closing”) can be held at Roadway Production Division (or the Title Company’s location) or the executed Closing Statement may be mailed to the address below.

Electronic submittals are preferred, however, paper submittals are also acceptable. The above information should be submitted either electronically to tsharp@pbc.gov or hard copies delivered to:

Palm Beach County Engineering & Public Works Department
Roadway Production Division
Attn: Toni E. Sharp, Manager, Right-of-Way Section
2300 North Jog Road, 3rd FL. West
West Palm Beach, FL 33411-2750

Should you have any questions, please contact the Right-of Way Section at (561) 684-4150.



Original Submittal Date: ____/____/____

PALM BEACH COUNTY DOCUMENT REQUEST FORM

Please print or type clearly the requested information below, and return to:
 Palm Beach County Engineering Dept., Roadway Production Division, 2300 North Jog Road, 3rd fl West, Room 3W-33, West Palm Beach, FL 33411

TYPE OF DOCUMENT REQUIRED	
Deed: <input type="checkbox"/> Warranty Deed	
Easement:	<input type="checkbox"/> Drainage <input type="checkbox"/> Permanent
	<input type="checkbox"/> Embankment <input type="checkbox"/> Right-of-Way
	<input type="checkbox"/> Line of Sight <input type="checkbox"/> Temporary Construction <input type="checkbox"/> Other _____
Agreement: <input type="checkbox"/> Future Dedication <input type="checkbox"/> Removal <input type="checkbox"/> Other _____	
Release: <input type="checkbox"/> Easement <input type="checkbox"/> Other _____	
<hr/>	
Applicant's Name:	Phone Number:
Property Address and PCN:	Email Address:
Zoning Control #:	Resolution / Condition #: (Attach copy)
Entity: <input type="checkbox"/> Individual <input type="checkbox"/> Individuals <input type="checkbox"/> Married <input type="checkbox"/> Corporation <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Limited Liability Limited Partnership Florida Entity <input type="checkbox"/> Yes <input type="checkbox"/> No Foreign Entity <input type="checkbox"/> Yes <input type="checkbox"/> No what state / country _____	
Property Owner(s) Legal Name(s): _____ _____ _____	Will the same notary be used for all signatures? <input type="checkbox"/> Yes <input type="checkbox"/> No Are there any known environmental "clean-up" issues? <input type="checkbox"/> Yes <input type="checkbox"/> No
Provide Name(s) and title(s) of person(s) authorized to sign: By: _____ Its: _____ By: _____ Its: _____	Is entity's signatory name (s) listed on Sunbiz.org? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Please include a copy of the meeting minutes, resolution, affidavit, secretary certificate, etc, giving specific authority to the individual referenced on this form to encumber / convey the property referenced above.
Property Owner(s) Entity Mailing Address: Name _____ Address _____ City _____ State _____ Zip Code _____	Send final version of document to: Please include name, address, email and phone number: _____ _____

IF ALL ITEMS ACCORDING TO THE CHECKLIST ARE NOT INCLUDED PACKAGE WILL BE REJECTED.

Official Submittal Date: ____/____/____

PALM BEACH COUNTY EASEMENT CONVEYANCE CHECKLIST

IF ALL ITEMS ACCORDING TO THE CHECKLIST ARE NOT INCLUDED, PACKAGE WILL BE REJECTED.

1. Completed Document Request Form	<input type="checkbox"/>
2. A) Property is owned by an individual (s) or B) owned by a corporation or other entity, provide a copy of the signature authority (minutes, resolution, affidavit, secretary certificate, etc.)	<input type="checkbox"/>
3. Copy of Resolution / Condition Requiring Conveyance or Permit Condition	<input type="checkbox"/>
4. Copy of Legal Description & Sketch on 8 ½" x 11"	<input type="checkbox"/>
5. A) Boundary Survey or B) Specific Purpose Survey (Showing all easements/encumbrances and above ground improvements on the parcel to be conveyed) (minimum 24" x 36")	<input type="checkbox"/>
6. Copy of the approved Site Plan (minimum 11" x 17") with parcel highlighted	<input type="checkbox"/>
7. Copy of the proposed Plat (minimum 11" x 17") with parcel highlighted. Note: Submittals prior to Technical Compliance may be subject to revisions, and may require some items to be resubmitted.	<input type="checkbox"/>
8. Title Commitment with copies of all exceptions to title (Proposed Insured: Palm Beach County, a political subdivision of the State of Florida, with a minimum Insurance Value = \$25,000)	<input type="checkbox"/>

