

INSTRUCTIONS FOR PREPARING A TEMPORARY CONSTRUCTION EASEMENT (TCE) CONVEYANCE TO PALM BEACH COUNTY

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.

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.

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.

Provide a copy of the approved Site Plan (minimum 11" x 17") with the parcel highlighted.

Provide a copy of the proposed Plat that is expected to receive TC within 30 days (minimum 11" x 17") with the parcel highlighted.

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.

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.