INSTRUCTIONS FOR SUBMITING A
RIGHT-OF-WAY CONVEYANCE
TO PALM BEACH COUNTY

1. All sections of the Document Request module should be fully completed and submitted along with the appropriate items shown on the Checklist.

2. If this dedication involves an Easement, and Palm Beach County is party to the proposed plat, verify with the Land Development Division 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.

3. 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.

4. 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.

5. Provide a signed and sealed legal description and sketch (8.5" x 11" PDF) 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 required. The final approved version of the legal description and sketch will need to be attached to the signed conveyance document.

6. Provide a signed and sealed Boundary Survey or Specific Purpose Survey (no older than 60 days) 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

7. Provide a copy of the approved Site Plan with the parcel highlighted.

8. Provide a copy of the proposed plat 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 should be submitted with the plat. Submittals prior to TC may be subject to revisions on the proposed plat, which can require an updated legal description and sketch, title commitment, and additional staff review time may be required.

9. 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.

10. Applicant will be required to order a tax proration quote for all fee simple dedications. The quote can be obtained from the Tax Collector at pbtaxcorrections@pbctax.com after the legal description(s) and sketch(es) have been reviewed and approved by the Palm Beach County staff. A separate check payable to **Tax Collector Palm Beach County** must be submitted to the Right-of-Way Section office prior to closing based upon the pro-rated real estate tax amount.

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

    The recording 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 recording 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 recording document. The Notary Public may also sign as one of the two required witnesses.

Upon approval of all the documents, and confirmation of the tax pro-ration amount, 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 can be held at the Roadway Production Division office, or the executed closing statement and tax pro-ration check may be mailed to the Right-of-Way Section office.

Electronic submittals are required to be submitted electronically through the ePermitting platform.

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