



INSTRUCTIONS FOR PREPARING AN EASEMENT CONVEYANCE TO PALM BEACH COUNTY

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).
4. Initially a copy of the signed and sealed legal description and sketch in accordance with current standards of practice and all County requirements (8.5" x 11") will suffice for the Palm Beach County Survey Section to review. However, two (2) signed and sealed originals of the legal and sketch will be required for the Survey Section's final approval. After final approval, the original legal and sketch will need to be attached to the signed conveyance document.
5. Provide a surveyor's affidavit that there are no above ground improvements. If there are above ground improvements, provide a signed and sealed Specific Purpose Survey in accordance with current standards of practice and all County requirements (no older than 90 days) that identifies all easements/encumbrances per a title commitment and all above ground improvements.
6. Provide a copy of the Site Plan or proposed Plat (minimum 11" x 17") with the parcel highlighted.
7. Provide a title commitment with Palm Beach County as the proposed insured, and a minimum value of \$25,000. 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 14 days after closing. There shall be no encumbrances on the subject property (e.g. exclusive easements, conflicting improvements, utilities, etc...) that could affect the function of the conveyance. Copies of any encumbrance documents must be provided. If there are any mortgages on subject property, a subordination will need to be obtained by the applicant. *Any exceptions require **prior** approval.*

Department of Engineering and Public Works

P. O. Box 21229

West Palm Beach, FL 33416-1229

(561) 684-4150

Fax: (561) 684-4166

www.pbcgov.com

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Palm Beach County Board of County Commissioners

Shelley Vana, Mayor

Mary Lou Berger, Vice Mayor

Hal R. Valeche

Paulette Burdick

Steven L. Abrams

Melissa McKinlay

Priscilla A. Taylor

County Administrator

Robert Weisman

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Affirmative Action Employer"*



The County will prepare the requested document after the aforementioned items have been provided.

The requested document should be fully executed and an unrecorded ORIGINAL returned to the County.

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) in the space provided on the Requested Document. The Notary Public may also sign as one of the two required witnesses.

The above information MUST be submitted to the County Engineering Department, Roadway Production Division, 2300 North Jog Road, 3rd FL. West, Room 3W-33, West Palm Beach, FL 33411-2750 or P.O. Box 21229, West Palm Beach, Florida 33416-1229.

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"/> Embankment
	<input type="checkbox"/> Line of Sight
Agreement:	<input type="checkbox"/> Future Dedication
	<input type="checkbox"/> Removal
Release:	<input type="checkbox"/> Easement
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 Foreign Entity <input type="checkbox"/> Yes 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:	Is entity's signatory name (s) listed on Sunbiz.org?
By: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Its: _____	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.
By: _____	
Its: _____	
Property Owner(s) Entity Mailing Address:	Send final version of document to:
Name _____	Please include name, address, email and phone number:
Address _____	_____
City _____ State _____ Zip Code _____	_____

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

PALM BEACH COUNTY EASEMENT CONVEYANCE CHECKLIST

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	<input type="checkbox"/>
5. A) Surveyor's Affidavit (Confirming no above ground improvements) or B) Specific Purpose Survey (Showing all easements/encumbrances and above ground improvements)	<input type="checkbox"/>
6. Copy of the Site Plan or proposed Plat (minimum 11" x 17") with parcel highlighted	<input type="checkbox"/>
7. Title Commitment with copies of all exceptions to title (Proposed Insured: Palm Beach County, Minimum Insurance Value = \$25,000)	<input type="checkbox"/>

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

