



Checklist for Roads Impact Fee Declaration & Restrictive Covenants

Please read carefully and initial after each sentence

All Declaration and Restrictive Covenant must be typed and not hand written. Any Declaration and Restrictive Covenant that are hand written will not be accepted. (The Declaration & Restrictive Covenant hereinafter referred to as Covenant.)

A warranty deed and/or corporate seal and corporate resolution is needed For Road Impact Fee.

The completed covenant must be reviewed for accuracy and legal sufficiency by the Impact Fee Manager and the County Attorney.

The Covenant must be signed and witnessed by all parties. The parties includes Owner, Impact Fee Manager, County Attorney, Notary Public and 4 witnesses.

The Covenant must be notarized by a notary Public seal must be clearly displayed and Showing the commission expiration date.

The Covenant must be recorded with the Clerk of court, 15th Judicial District.

The original receipt form the recordation of the covenant must be presented to the Impact Fee Manager's Office along with a copy of the recorded document.

The official recorded covenant must be mailed to the Impact Fee Manager's office by the Clerk of Courts within 14 calendars days to the address listed below.

Palm Beach County
Planning, Zoning & Building
2300 BUILDING
2300 N. Jog Road
West Palm Beach, FL 33411-2741
Attention: Impact Fee Manager

Once, all these steps are completed the Impact Fee Manager's Office will issue a letter to the Building Division advising staff that your development has fulfilled the requirement for the Declaration and Restrictive Covenant for Road Impact Fee.

I have read and understood all the guidelines that are listed above.

Print Name: _____ Date: _____

Signature: _____ (Project's Name)

Title/Agent: _____ PR# _____