



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

**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**

Mack Bernard, Mayor

Dave Kerner, Vice Mayor

Hal R. Valeche

Gregg K. Weiss

Robert S. Weinroth

Mary Lou Berger

Melissa McKinlay

**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 Section 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 surveyor's affidavit that there are no above ground improvements. If there are any above ground improvements, provide a signed and sealed 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
6. Provide a copy of the Site Plan (minimum 11" x 17") with the parcel highlighted.

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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. 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.

9. Applicant will be required to order a tax proration from the Tax Collector at [pbtaxcorrections@pbtax.com](mailto:pbtaxcorrections@pbtax.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 address below prior to closing based upon the pro-rated real estate tax amount.

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) 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, 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 (the “closing”) can be held at Roadway Production Division (or the Title Company’s location) or the executed Closing Statement and tax pro-ration check 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 [tcici@pbcgov.org](mailto:tcici@pbcgov.org) or hard copies delivered to:

Palm Beach County Engineering Department  
Roadway Production Division  
Attn: Tripp Cioci  
2300 North Jog Road, 3<sup>rd</sup> 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, 3<sup>rd</sup> fl West, Room 3W-33, West Palm Beach, FL 33411

TYPE OF DOCUMENT REQUIRED	
<b>Deed:</b>	<input type="checkbox"/> Warranty Deed
<b>Easement:</b>	<input type="checkbox"/> Drainage <span style="float: right;"><input type="checkbox"/> Permanent</span>
	<input type="checkbox"/> Embankment <span style="float: right;"><input type="checkbox"/> Right-of-Way</span>
	<input type="checkbox"/> Line of Sight <span style="float: right;"><input type="checkbox"/> Temporary Construction <input type="checkbox"/> Other _____</span>
<b>Agreement:</b>	<input type="checkbox"/> Future Dedication <span style="float: right;"><input type="checkbox"/> Removal <input type="checkbox"/> Other _____</span>
<b>Release:</b>	<input type="checkbox"/> Easement <span style="float: right;"><input type="checkbox"/> Other _____</span>
<b>Applicant's Name:</b>	<b>Phone Number:</b>
<b>Property Address and PCN:</b>	<b>Email Address:</b>
<b>Zoning Control #:</b>	<b>Resolution / Condition #:</b> <i>(Attach copy)</i>
<b>Entity:</b> <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 _____	
<b>Property Owner(s) Legal Name(s):</b> _____ _____ _____	<b>Will the same notary be used for all signatures?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Are there any known environmental "clean-up" issues?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Provide Name(s) and title(s) of person(s) authorized to sign:</b> By: _____ Its: _____ By: _____ Its: _____	<b>Is entity's signatory name (s) listed on Sunbiz.org?</b> <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.
<b>Property Owner(s) Entity Mailing Address:</b> Name _____ Address _____ City _____ State _____ Zip Code _____	<b>Send final version of document to:</b> <b>Please include name, address, email and phone number:</b> _____ _____

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

Official Submittal Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## PALM BEACH COUNTY RIGHT-OF-WAY 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 8.5" x 11"	<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 on the parcel to be conveyed) (minimum 24" x 36")	<input type="checkbox"/>
6. Copy of the 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 <b>copies of all exceptions</b> to title (Proposed Insured: Palm Beach County, Minimum Insurance Value = \$25,000)	<input type="checkbox"/>

