






PUBLIC RIGHT-OF-WAY AND EASEMENT DEDICATION INSTRUCTIONS

These instructions are intended to assist applicants with Right-of-Way or Easement conveyances to the City. Conveyances are generally required as a condition of site plan approval or vacation of Right-of-Way, and must be executed prior to issuance of a Certificate of Occupancy.

Please refer to the list of required documents below and **submit ALL materials at least six (6) weeks prior to requiring Final Certification of Occupancy.**

The City's sample Legal Document in MS-Word (below) is required with Review-Track Changes Feature enabled. City staff must see the changes in red strike-through (deletions) and/or any (word additions).

****PLEASE READ THE PROVIDED INSTRUCTIONS CAREFULLY TO AVOID DELAYS.****

- [Attorney's Opinion of Title](#) 
- [Joinder, Consent and Partial Release by Mortgagee/Lienholder](#) 
- [Right-of-Way, Sidewalk, Utilities, Drainage Easement](#) 

The standard forms available at the City's website (shown above) are required.

HELP IS AVAILABLE: If you have any questions, please contact the City of Fort Lauderdale Department of Sustainable Development Engineering Division Senior Administrative Assistant, Caroline Yeakel, at 954-828-6159 or email to DEngineeringAdmin@fortlauderdale.gov.

I. Attorney's Opinion of Title:

- The City Attorney's Office will review the proposed changes to determine if they are acceptable.
- All instruments referenced in the Attorney's Opinion of Title (except for plats) must be included in the Attorney's Opinion of Title packet.
- The Opinion should be dated **no later than 4 weeks** prior to recordation.

II. Easement and/or Right-of-Way Deed:

- The conveyance document shall be prepared by owner's legal counsel.
- The company name shall be exactly as it appears in the Attorney's Opinion of Title.
- Using the City's standard form (shown above) in MS Word named "Right-of-Way, Sidewalk, Utilities, Drainage, Easement", MS Word Review-Track Changes Feature enabled is required. **City staff must see the changes in red strike-through (deletions) and/or any (word additions).**
- Please ensure the following requirements are met:**
 - If the owner is a Corporation, the President or Vice President of the company **must sign** the document; and if a Florida Corporation, the signee **must be** on file with the State Division of Corporations as the holder of that office;
 - If the owner is an LLC, the document **must be signed** by the Managing Member; however, if the Managing Member is an LLC or Corporation, the person signing must either be the President, Vice President, Managing Member, etc. until the person signing is signing as either the President or Vice President of a Corporation or a Managing Member or a General Partner;



- iii. If the owner is a Limited Partnership, the document **must be signed** by the General Partner as confirmed by a Certificate of Limited Partnership submitted by the owner;
- iv. Alternatively, if the names or titles on the documents cannot be verified by review of Florida Corporate Records, then the Owner shall be required to submit a Certified Resolution of Minutes letter from a Board meeting of the Corporation/ LLC /LP that contains language authorizing the individual who has signed the document as having authority to sign such document.

III. Survey Sketch and Legal Description:

- a. Shall be prepared and certified by a Professional Land Surveyor and labeled as “Exhibit A” under the “Witnesseth” section of this document (do not write in the legal description of this area).
- b. Drawings shall also be prepared with the professional surveyor’s title block in legal size **(8.5 in. X 11 in.) (Adobe pdf only.)**

IV. Joinder, Consent, and Partial Release by Mortgagee/Lien Holder (provided if applicable per item 1 above)

V. As-Built Sketch: The purpose of the as-built sketch is to show constructed features (such as meters, sewer manholes, etc.) within prescribed easements and/or right-of-way per design.

- a. Sufficient information shall be provided for City staff to easily determine that the constructed feature(s) is located properly within the easement(s).
- b. As-builts shall be prepared, 8 ½” x 11” in size, with a title block showing company information;
 - i. As-builts must be signed/sealed by a Professional Surveyor.
 - ii. One corner of the easement shall be tied to a property corner.
 - iii. For water meter vaults: ties from the easement corners to at least three corners of the vault shall be provided.
 - iv. For manholes: ties from one easement corner to the radius point of the manhole shall be provided.
 - v. As-builts for sidewalk are not required unless specifically requested by City staff.

VI. Next Steps and Additional Notes: The documents are not required to be executed at this stage; however, the exact name of the organization, along with the names and titles of the signatories shall be printed on the forms.

These instructions are extremely important, please read carefully. If documents are not sent in the proper, requested format, they will be rejected and further delays to your review time-frame will occur.

Please submit the above-listed materials **at least six weeks prior to requiring final certification of occupancy.**



The documents must be sent via e-mail to Caroline Yeakel at DEngineeringAdmin@fortlauderdale.gov as follows:

- **Legal documents** must be in “**MS Word format ONLY**”. First submittals are for review for accuracy and completeness and are not executed at this stage; however, the exact names of the organizations and names and titles of the signatories need to be printed on the forms.
- **Supporting Documents/Exhibits** (sized 8.5 in. x 11 in.) must be in **Adobe pdf format ONLY**.

Please keep in mind that if corrections and/or updates are requested, the six week time frame commences from the time the correction is made. Please be sure to submit your corrections to the Engineering Division's Senior Administrative Assistant; Caroline Yeakel at DEngineeringAdmin@fortlauderdale.gov.

To Avoid Delays:

DO NOT HAND DELIVER THE DOCUMENTS.

DO NOT send your corrections to any City staff outside of the Engineering Department, until otherwise instructed.

VII. After Review and Approval (of the electronic documents) by the Assistant City Attorney:

- a. The applicant will be notified to provide their original documents. Submit original executed hardcopy to the Engineering Division of the Department of Sustainable Development, located at 700 NW 19 Avenue, Fort Lauderdale, FL 33311; attention: Caroline Yeakel

VIII. After Approval and Execution by the Assistant City Attorney:

- a. Once the Assistant City Attorney has signed-off on the form and returned the documents to Engineering, the applicant will be notified that the documents are ready for pickup.
- b. The applicant will then record the documents at the Broward County Records Department and return the recorded documents (in Adobe pdf format) via e-mail to the Engineering Division's Senior Administrative Assistant; Caroline Yeakel to DEngineeringAdmin@fortlauderdale.gov.

We are available to help you through this process. Please address any questions to Caroline Yeakel at 954-828-6159. Secondary contact: Barbara Camparscone at 954-828-5232.