



INSTRUCTIONS FOR PUBLIC DEDICATING

Rev: 1 | Revision Date: 2/22/2017 | Print Date: 2/22/2017
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Instructions for Public Dedicating

The instructions below are to assist applicants when Right-of Way or Easements are to be conveyed to the City. Typically the conveyances are required as a condition of site plan approval or vacation of Right-of-Way, and executed prior to issuance of a Certificate of Occupancy.

Following is a list of the required documentation. Please use the standard forms available at the City's website http://www.fortlauderdale.gov/building_services/Fax%20Permitting/permits.htm. If you would like the MS Word version of the forms required, please contact Judy Johnson at 954-828-5649 or jjohnson@fortlauderdale.gov.

1. **Attorney's Opinion of Title:** Please use the standard form provided by the City. The standard form may be modified; however, any changes to the standard document should be shown. The City attorney's office will review the proposed changes to determine if they are acceptable. Please use MSWord's document change tracking feature when making any changes to the City's sample Easement document; City staff must see the changes in black-line format; either strikethrough (deletions) and/or underlined words (additions). All instruments referenced in the Attorney's Opinion of Title (except for plats) are to be included in the Attorney's Opinion of Title packet. The Opinion should be dated no later than 4 weeks prior to recordation.

2. **2. Easement and/or Right-of-Way Deed:** Please use the standard form provided by the City. 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. Please use the City's sample Easement Deed Word document. Please use MSWord's **document change tracking feature** when making any changes to the City's sample Easement document; City staff must see the changes in black-line format; either strikethrough (deletions) and/or underlined words (additions).
 - 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.



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- 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.
 - Alternatively, if the names of the people on the documents cannot be verified along with their titles 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.
- 3. Survey Sketch and Legal Description:** Shall be prepared and certified by a Professional Land Surveyor; and labeled as “Exhibit A” under the “Witnesseth” section of this document (i.e. do not write in the legal description in this area)”. Drawings shall also be prepared with the professional surveyor’s title block on legal size paper (8.5 in. X 14 in.)
 - 4. Joinder, Consent, and Partial Release by Mortgagee/Lien Holder** (provided if applicable per item 1 above)
 - 5. 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 rights-of-way per design. Sufficient information shall be provided so that staff can easily determine that the constructed feature(s) is located properly within the easement(s). As-builts shall be prepared on 8 ½” x 11” paper with a title block showing company information and shall be signed/sealed by a professional surveyor. One corner of the easement shall be tied to a property corner. For water meter vaults, ties from the easement corners to at least three corners of the vault shall be provided. For manholes, ties from one easement corner to the radius point of the manhole shall be provided. As-builts for sidewalk are not required unless specifically requested by staff.

Please submit the above-listed materials at least six weeks prior to requiring final certification of occupancy. The documents may be sent via e-mail to jjohnson@fortlauderdale.gov in MSWord or “pdf” or “tiff” format. The documents need not be executed at this stage; however, the exact names of the organizations, names and titles of the signatories need to be printed on the forms. After review and approval by the assistant city attorney, applicant will be notified to send/mail/hand carry their original documents into Engineering Department located at: 700 NW 19 Avenue, Fort Lauderdale, FL 33311. Once the assistant city attorney has sign off on the form and returned the documents to Engineering, the applicant will be notified that the documents are ready for pickup. The applicant will then record at the Broward County Records Department and return in pdf/tiff format via e-mail to Judy Johnson. Please address any questions to Judy Johnson @ 954-828-5649, #1, #4.

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Please keep in mind that if corrections/updates are requested, the six week timeframe commences from the time the correction is made. Please be sure to submit your corrections to the Engineering Department’s Administrative Assistant; Judy Johnson at jjohnson@fortlauderdale.gov. You may also send them by mail or deliver them in person. Do not send your corrections to any City staff outside of the Engineering Department.