



LEGAL-MAINTENANCE DECLARATION APPLICATION PROCEDURE

Rev: 12 | Revision Date: 10/01/2026 | I.D. Number: E-ENG-11

PURPOSE

This document outlines when applicants need to submit a Right-of-Way (R/W) Maintenance Agreement to the City of Fort Lauderdale and states that it must be accepted and recorded before a Certificate of Occupancy (CO) is issued.

INSTRUCTIONS

If site plan approval includes work/improvements in the City's R/W, applicants must provide a Maintenance Agreement. The City must review, approve, execute, and receive the recorded agreement, from the applicant, before issuing a CO.

PROCESS

Required Documents for First Review (*Draft – Do Not Sign*)

1. Maintenance Declaration

- Prepare using the City's latest template
- Track Changes are locked ON. Type over and replace the text fields.
- Upload marked-up original template in Word format (unsigned).
- The Grantor name and signatory must match the Attorney's Opinion of Title exactly.
- **Authorized Signatories**
 - **Corporation:** President or Vice President (must match State records)
 - **LLC:** Managing Member. If the LLC is owned by another entity, continue up the ownership chain until an authorized signer is identified. The signer must be legally authorized to bind the entity at the appropriate ownership level.
 - **Limited Partnership:** General Partner (verified through a Certificate of Limited Partnership)
 - If the signatory cannot be verified:
 - Provide a certified corporate resolution or meeting minutes authorizing the signer.
 - Additional documentation may be required for non-Florida entities.

2. Sketch and Legal (S&L)

General Requirements



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- Signed and sealed by a Florida Licensed Surveyor
- Exhibit A title: "Exhibit A – Property"
- Exhibit B title: "Exhibit B – Special Improvement Area"
- Must be letter size (8.5" x 11") and submitted in PDF format.
- Clearly identify and dimension the Right-of-Way improvement area.
- All legal sketches, exhibits, plans, and supporting documents **must include the square footage** of any dedication, easement, lease, license agreement, covenant, parcel, tract, right-of-way, or other area being conveyed or affected.

3. Joinder / Consent / Subordination (If Applicable)

- **Joinder & Consent:** Required for R/W easements involving pedestrian or vehicular access.
- **Subordination:** Required for public easements.
- **Fee Simple Conveyance:** Requires partial release from mortgagee/lienholder.
 - These documents are typically required when the title review identifies parties other than the owner (e.g., ground tenants, lienholders, mortgagees) with a legal or financial interest in the property. Their consent ensures that all relevant parties agree to public easements or improvements.
 - If applicable, prepare and upload the City's latest template in Microsoft Word format (unsigned).

Required Document (Submit Only When Requested)

4. Attorney's Opinion of Title

- Submit only upon request by City staff.
- Prepare using the City's latest template
- Track Changes are locked ON. Type over and replace the text fields.
- Upload marked-up original template in Word format (unsigned).
- Maintain all original formatting and numbering.
- Must include:
 - All legal references (except plats)



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- Special exceptions
- Liens, judgments, and mortgages
- Accurate description of the conveyance
- Signatory names and titles

OTHER REQUIREMENTS

- Subject to City Attorney's Office approval
- Title search must be dated **within 30 days**

SUBMISSION PROCESS

Submit online through **LauderBuild** (account required):

- Path: **New Application** → **Permits/Engineering** → **Engineering Service Requests** → **Legal Documents**
- Submit **one (1) legal document per application**

Important

- Submit documents at least **six (6) weeks** before the Certificate of Occupancy request.
- Do **not** sign any documents until instructed.
- Enter names and titles exactly as required.
- Upload documents separately:
 - Legal document: **Word**
 - Exhibits: **PDF**

Review Timeline

- Reviews may take up to ****six (6) weeks**.
- Reviews involve three departments:
 - DSD Engineering
 - City Surveyor
 - City Attorney's Office
- All reviews and resubmittals are coordinated through the Point of Contact listed on page 4.
- Submit corrections online; each resubmittal ****resets** the six-week review period.



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Additional Information

- Do not email documents unless requested.
- Use only current City Microsoft Word templates with Track Changes ON.
- Follow all comments and required corrections within your ENG-LD record in LauderBuild.
- All required City conveyance documents for the project are reviewed concurrently. Formal review will not begin until all conveyance documents are submitted with paid fees and meet minimum standards.

Point of Contact

Barbara Camparscone
Senior Administrative Assistant – DSD Engineering
Email: bcamparscone@fortlauderdale.gov
Direct: **954-828-5232**

Online Forms and Information

<https://www.fortlauderdale.gov/Government/Departments/Development-Services/Permitting-Services/Engineering-Permits/Public-Right-of-Way-Easements-Maintenance-Declarations>