



DEVELOPMENT SERVICES DEPARTMENT – ENGINEERING R/W

Maintenance Declaration for City Right-of-Way (R/W) Improvements

Revision: 9 Revision Date: 03/31/2026 | I.D. Number: MDCROWI

Instructions for Applicants: Maintenance Declaration for City R/W Improvements

Applicants may be required to convey a Public Right-of-Way (R/W) Maintenance Agreement to the City of Fort Lauderdale (City).

Site Plan approval conditions may include improvements in the City's R/W. A Maintenance Agreement must be reviewed and accepted by City, fully executed and recorded before the City issues:

- Certificate of Occupancy (CO)

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

A. Maintenance Declaration (Agreement)

- Prepare and upload the City's latest template in Microsoft® Word format (unsigned).
- Ensure the Grantor name and signatory match the Attorney's Opinion of Title exactly.
 - **Authorized Signatories:**
 - **Corporation:** President or Vice President (must match State records)
 - **LLC:** Managing Member. If owned by another entity, continue up the ownership chain until an authorized signer is identified. The person signing must be authorized to legally bind the entity at the appropriate level.
 - **Limited Partnership:** General Partner (verified by 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.

B. Sketch and Legal (Exhibits A & B)

General Requirements:

- Signed and sealed by a Florida Licensed Surveyor
- As described in Section B of template – label as "Exhibit A - Property"
- As described in Section C of template – label as "Exhibit B – Special Improvement Area"
- Letter size (8.5" x 11"), PDF format
- Clearly show and dimension the R/W improvement area.



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C. Joinder / Consent / Subordination (If Applicable)

- **Joinder & Consent:** Required for R/W easements with pedestrian or vehicular access.
- **Subordination:** Required for public easements.
- **Fee Simple Conveyance:** Requires partial release from mortgagee/lienholder.
- Typically required when an opinion of title reveals that parties other than the owner, such as ground tenants, lienholders, or mortgagees, have a financial or legal interest in the property. This ensures all relevant parties' consent to public easements or improvements.
- If applies, prepare and upload on City's latest template in Microsoft® Word format (unsigned).

II. Required Document (Submit Only When Requested)

A. Attorney's Opinion of Title

- Submit only upon request by Engineering staff
- Prepare and upload the City's latest template in Microsoft® Word format (unsigned)
- **Track Changes ON** – type over and replace Text Fields.
- Maintain original formatting and numbering

Must include:

- All legal references (except plats)
- Special exceptions
- Liens, judgments, and mortgages
- Accurate description of the conveyance
- Signatory names and titles

Additional Requirements:

- Requires City Attorney's Office approval
- Title Search must be dated **within 30 days**

III. Submission Process

A. Submit online via [LauderBuild](#) (account required)

- Path: *New Application – Permits/Engineering – Engineering-Service-Requests – Legal Documents*
- Submit **one legal instrument per application**



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IMPORTANT:

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

Review Timeline:

- Reviews may take up to **six (6) weeks**
- Reviews involve three departments: DSD Engineering, City Surveyor, and City Attorney
- All reviews are coordinated through the **Point of Contact listed in Section IV**

Resubmittals:

- Submit corrections online. Resets the six (6)-week review period

IV. Additional Information

- Do not email documents unless requested.
- Use only current City Microsoft® Word templates with Track Changes 'ON'
- Follow the comments in your ENG-LD record in LauderBuild for next steps through completion.
- All required City conveyances for the project are reviewed concurrently. Formal review will not begin until all conveyance documents have been submitted and meet minimum requirements.

- **Point of Contact:**

Barbara Camparscone

DSD Engineering - Senior Administrative Assistant

Email: bcamparscone@fortlauderdale.gov Direct: 954-828-5232.

V. Quick links to online forms

- [Maintenance Declaration](#)
- [Attorney's Opinion of Title](#)
- [Joinder and Consent by Ground Tenant](#)
- [Joinder, Consent and Partial Release](#)
- [Joinder, Consent and Subordination](#)