



INSTRUCTIONS FOR PREPARING A TEMPORARY CONSTRUCTION EASEMENT (TCE) 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**

Gregg K. Weiss, Mayor

Maria Sachs, Vice Mayor

Maria G. Marino

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

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 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.
3. 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 Division 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.
4. Provide a copy of the approved Site Plan (minimum 11" x 17") with the parcel highlighted.
5. Provide a copy of the proposed Plat that is expected to receive TC within 30 days (minimum 11" x 17") with the parcel highlighted.

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) and addresses in the space provided on the Requested Document. The Notary Public may also sign as one of the two required witnesses.

*"An Equal Opportunity
Affirmative Action Employer"*

Official Electronic Letterhead



Electronic submittals are preferred, however, paper submittals are also acceptable. The above information should be submitted either electronically to tsharp@pbc.gov or hard copies delivered to:

Palm Beach County Engineering & Public Works Department
Roadway Production Division
Attn: Toni E. Sharp, Manager, Right-of-Way Section
2300 North Jog Road, 3rd 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, 3rd fl West, Room 3W-33, West Palm Beach, FL 33411

TYPE OF DOCUMENT REQUIRED	
Deed:	<input type="checkbox"/> Warranty Deed
Easement:	<input type="checkbox"/> Drainage <input type="checkbox"/> Permanent
	<input type="checkbox"/> Embankment <input type="checkbox"/> Right-of-Way
	<input type="checkbox"/> Line of Sight <input type="checkbox"/> Temporary Construction <input type="checkbox"/> Other _____
Agreement:	<input type="checkbox"/> Future Dedication <input type="checkbox"/> Removal <input type="checkbox"/> Other _____
Release:	<input type="checkbox"/> Easement <input type="checkbox"/> Other _____

Applicant's Name:	Phone Number:
Property Address and PCN:	Email Address:
Zoning Control #:	Resolution / Condition #: <i>(Attach copy)</i>
<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 _____	

Property Owner(s) Legal Name(s): _____ _____ _____	Will the same notary be used for all signatures? <input type="checkbox"/> Yes <input type="checkbox"/> No Are there any known environmental "clean-up" issues? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Provide Name(s) and title(s) of person(s) authorized to sign: By: _____ Its: _____ By: _____ Its: _____	Is entity's signatory name (s) listed on Sunbiz.org? <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.
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Property Owner(s) Entity Mailing Address: Name _____ Address _____ City _____ State _____ Zip Code _____	Send final version of document to: Please include name, address, email and phone number: _____ _____
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IF ALL ITEMS ACCORDING TO THE CHECKLIST ARE NOT INCLUDED PACKAGE WILL BE REJECTED.

Original Submittal Date: ____/____/____

PALM BEACH COUNTY TEMPORARY CONSTRUCTION EASEMENT CONVEYANCE CHECKLIST

1. Completed Document Request Form	<input type="checkbox"/>
2. Copy of Resolution / Condition Requiring Conveyance	<input type="checkbox"/>
3. Copy of Legal Description & Sketch on 8 ½" x 11"	<input type="checkbox"/>
4. Copy of the approved Site Plan (minimum 11" x 17") with parcel highlighted	<input type="checkbox"/>
5. 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"/>

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

