

PALM BEACH COUNTY EASEMENT CONVEYANCE CHECKLIST

Official Submittal Date: ____/____/____

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

- ☐ 1. Completed Document Request Form
- ☐ 2. Ownership
 - a. Property is owned by an individual (s) or
 - b. owned by a corporation or other entity, provide a copy of the signature authority (minutes, resolution, affidavit, secretary certificate, etc.)
- ☐ 3. Copy of Resolution / Condition Requiring Conveyance or Permit Condition
- ☐ 4. Copy of Legal Description & Sketch on 8.5" x 11"
- ☐ 5. Survey
 - a. Boundary Survey or
 - b. Specific Purpose Survey (Showing all easements/encumbrances and above ground improvements on the parcel to be conveyed) (minimum 24" x 36")
- ☐ 6. Copy of the approved Site Plan (minimum 11" x 17") with parcel highlighted
- ☐ 7. 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.
- ☐ 8. Title Commitment with **copies of all exceptions** to title (Proposed Insured: Palm Beach County, a political subdivision of the State of Florida, with a minimum Insurance Value = \$25,000)