

PALM BEACH COUNTY RIGHT-OF-WAY 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)