



500 North Virginia Avenue • Winter Park, Florida 32789

407-599-3233 • 407-599-3417 fax
cityofwinterpark.org

Public Works

Instructions for Completing the Agreement for Installation of Non-Standard Driveway Access Apron in Right of Way

Execution of the attached agreement by the property owner and the city is required for the construction of a "non-standard" driveway access/apron in the city right of way. (Example: decorative concrete, pavers, brick, etc.)

INSTRUCTIONS

- ◆ There are five different forms of ownership: "single," "married," "corporate/company," "Florida limited liability company" and "two singles". Verify that you have the correct agreement based on your marital and property ownership status.
- ◆ Fill in the date and property owner name(s) in the first paragraph which begins with *This Agreement*.
- ◆ Fill in the subject property address in the second paragraph which begins with *Whereas*.
- ◆ "Owner's(s)" signature, witness, and notary blocks are on page three. Each signature requires two witnesses. (Witness signatures are to the left margin; property owner signature(s) are to the right margin; the bottom block is for notarization). The attending notary may also serve as a witness for "owner's (s)" signature(s). The City Manager's signature (page two) will be attained by City staff. You need only to affix the "Owner's(s)" signature(s) on page three.
- ◆ Return the **original agreement** to the Public Works Department City Engineer, **along with payment of \$45** for the recording fee.
Physical address: Public Safety Facility, 500 N. Virginia Ave.
(Canton & Virginia avenues)
Mailing address: Public Works Department, Attn. City Engineer
500 N. Virginia Ave., Winter Park, FL 32789
- ◆ Agreement will then be fully executed and forwarded to Orange County Government for recording. Once returned to the city, a copy of the recorded agreement will be mailed to you at the address indicated on page three of the agreement.

If you have any additional questions, please contact 407-599-3233.