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 Office, attention City Engineer along with payment of $27.00 for recording fee.

   Physical address: 500 N. Virginia Ave., 32789 (Canton Ave. & Virginia Ave.) Public Safety Building
   Mailing address: 401 Park Avenue, So.
   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 a staff assistant at 407-599-3233.