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.