



Engineering Services Department
401 Clematis Street
West Palm Beach, Florida 33401
561-494-1040 Office
561-494-1118 Fax

UNITY OF TITLE APPLICATION

INSTRUCTIONS TO APPLICANTS:

1. Please complete all sections of this application. If not applicable, indicate with N/A.
2. Provide required attachments as shown on the checklist.
3. Pay application fee of \$265.00 and applicable recording fees to the Engineering Services Department.

**** Please note that applications take a minimum of two (2) weeks to review. When approved, a signed Unity of Title is prepared by staff and recorded with the Palm Beach County Clerk's Office. The recording process takes approximately one (1) additional week. The original document shall be returned to the Engineering Services Department.

I. PROPERTY OWNER AND AGENT INFORMATION

Property Owner(s) of Record:

Address: _____ City: _____ ST: _____ Zip: _____
 Phone: _____ FAX: _____

Applicant (if other than owner):

Address: _____ City: _____ ST: _____ Zip: _____
 Phone: _____ FAX: _____

Agent & Company Name:

Address: _____ City: _____ ST: _____ Zip: _____
 Phone: _____ FAX: _____

Consultants: If applicable to your request, please attach a separate list of all consultants that will provide information on this request. You should include the name, address, telephone number, and fax number as well as the type of professional service provided.

II. PROPERTY LOCATION

A. Property Control Number (PCN): If additional PCNs, list on a separate sheet and attach to the application.

PCN: [][] -- [][] -- [][] -- [][] - [][] - [][][] - [][][][]
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A. Project Address: _____

C. General Location Description (proximity to closest major intersection in miles or fractions thereof):

III. REQUEST

Describe your request and reason for your request in detail: _____



OWNER ACKNOWLEDGEMENT

I/We: _____, do hereby swear/affirm that I/we am/are the owner(s) of the property referenced in this application

I/We certify that the above statements and the statements or showings made in any paper or plans submitted herewith are true to the best of my/our knowledge and belief. Further, I/we understand that this application, attachments and fee become part of the official record of the Engineering Services Department of the City of West Palm Beach and the fee is not refundable. I/We understand that any knowingly false information given by me/us will result in the denial, revocation or administrative withdrawal of the application or permit. I/We further acknowledge that additional information may be required by the City in order to process this application.

I/We further consent to the City to publish, copy or reproduce any copyrighted document for any third party submitted as part of this application.

Signature(s) of Owner(s) _____

Print Name(s)

CONSENT STATEMENT

Owner to complete if using agent/representative

I/We, the aforementioned owner(s), do hereby give consent to _____ to act on my/our behalf to submit this application, all required material and documents, and attend and represent me/us at all meetings and public hearings pertaining to the request(s) and property I/we own described in the attached application. Furthermore, as owner(s) of the subject property, I/we hereby give consent to the party designated above to agree to all terms or conditions that may arise as part of the approval of this application for the proposed use.

Signature(s) of Owner(s)

Print Name(s) _____

NOTARY

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ . He/She is personally known to me or has produced _____ as identification and did/did not take an oath.

(Signature of Notary) My Commission Expires:

(NOTARY'S SEAL OR STAMP)

(Name – Must be typed, printed, or stamped.)

**UNITY OF TITLE
SUBMITTAL CHECKLIST**

PLEASE CHECK:
YES NO N/A

a. A completed Unity of Title application signed by owner, agent and/or applicant. Agent's authorization or power of attorney must be attached if applicant is other than the owner.

b. Required application fee of \$265.00, plus applicable recording fees.

c. One (1) copy of the recorded warranty deed including property control number or folio number and legal description of the property. If the applicant is not the owner of record, submit a copy of a recorded contract or a letter of authorization from the legal owner. If an authorized representative is applying for the applicant, submit a notarized letter of authorization from the applicant.

d. One (1) copy of a signed and sealed survey (no more than two (2) years old) including any and all easements of record (reference by OR Book and page, prepared by a surveyor registered in the State of Florida). The legal description on the survey should match the legal description which is recorded on the Warranty Deed and Unity of Title. A location sketch should also be included in the survey. The size of the survey should not measure less than 8 1/2" x 11" and should not exceed 11" x 17".
