



ORANGE COUNTY ROADWAY AGREEMENT COMMITTEE INSTRUCTIONS TO APPLICANTS ON THE ROAD AGREEMENT PROCESS

The following are instructions needed to process a Road Agreement through the Roadway Agreement Committee (RAC). In order to be scheduled at a RAC Meeting you will need to provide the following information:

- Pre-Meeting with County Staff to review application materials/ discuss project parameters (*Optional*)
- One-Page Application Form (attached) with a Project Location Map of your project
- SEE LIST OF REVISED REQUIREMENTS FOR EVIDENCE OF TITLE (PAGE 2)**
- Owner of Property must be entity signing the agreement or a Joinder and Consent is needed
- Appraisal of subject property by one of the County approved MAI Appraisal firms (list attached)
- Executed Agent Authorization, Project Expenditure Report and Relationship aka Disclosure Forms
 - Please make sure that your notary information is executed correctly to include:
 - Venue is properly identified
 - Date of Signature and Date of Notarization must be the same
 - Manner in which Signature was identified (personally known or provided ID) complete

Please Note: All signatures are verified with Sunbiz. If the entity is not registered with Florida and/or signature inconsistencies will require additional documentation reflecting signator authorization.

- Draft Agreement-please use the attached Boiler-plate template Agreement for format guidelines
- Exhibits you will need to attach to the Boiler-Plate Agreement:
 - **Exhibit A** Project Location Map (property must be clearly identified)
 - **Exhibit B** Legal Description and Sketch of Description of entire property before conveyance
 - **Exhibit C** Legal Description and Sketch of Description of the Property to be conveyed

[PLEASE NOTE: YOU MUST BLACKLINE AGAINST THE BOILERPLATE AGREEMENT!]

IMPORTANT: Your initial submittal is sent electronically to the RAC coordinators. Please include clean and blackline versions of the draft agreement in Microsoft Word in your email.

Everything listed above is submitted to the attention of the Transportation Planning Division. This office will be your main point of contact throughout the entire process from scheduling the Pre-Meeting, to your first appearance at RAC, to getting the agreement finalized, to BCC agenda scheduling for approval, and working with you through the conveyance process and closing with Real Estate Management.

Please review the attached information to select an appraiser from the list. Have the selected appraiser conduct the appraisal and have the applicant’s surveyor start working on preparing the exhibit(s). (NOTE: both the appraisal and survey work are lengthy so plan accordingly.) Afterwards have your attorney/representative prepare a draft agreement based on the template provided by the County. Real Estate Management shall review the appraisal and title work prior to the RAC meeting. In addition, the County Surveyor and Public Works Engineering will need to review the exhibits prior to the RAC meeting.

The Roadway Agreement Committee meets every two weeks on Wednesdays (refer to RAC Schedule). Please keep us updated with your progress and let us know at least 3-4 weeks before you think you will be ready to appear at a RAC meeting. You may schedule your Pre-Meeting with County Staff to review what is expected and the timeframes for Committee review as you prepare your other documents. However, you must complete the disclosure forms prior to the pre-meeting and provide all materials as listed above prior to your first RAC appearance. If you have any questions, please contact us to discuss further. Transportation Planning looks forward to working with you on this project!

Tammilea Chami, Orange County Transportation Planning
4200 South John Young Parkway
Orlando, Florida 32839-9205
Telephone: (407) 836-8016
Email: tammilea.chami@ocfl.net

Nannette Chiesa, Orange County Transportation Planning
4200 South John Young Parkway
Orlando, Florida 32839-9205
Telephone: (407) 836-8071
Email: nannette.chiesa@ocfl.net



ORANGE COUNTY ROADWAY AGREEMENT COMMITTEE INSTRUCTIONS TO APPLICANTS ON THE ROAD AGREEMENT PROCESS

REVISED REQUIREMENTS FOR EVIDENCE OF TITLE per Real Estate Management (3/2021):

****PLEASE BE AWARE IF YOU NEED TO ORDER TITLE WORK IT CAN TAKE 2 TO 4 WEEKS****

The Applicant must provide verification of the following at the time an application is made to RAC:

1. Verification that the entity named in the Agreement owns the real property that is legally described in the Agreement. Verification of ownership can be a copy of the recorded document of conveyance; and
2. Determine that the entity that is a party to the Agreement is in good standing in the state of its formation (including all layers of the entity). Verification of entity information can be a copy of the most recent annual report, print out from the state agency's website or a current certificate of good standing; and
3. Establish that the person(s) executing the Agreement are authorized by law to execute said instruments on behalf of the entity. Verification can be in the form of corporate documents for the entity, affidavit of the representing attorney or officer, or corporate resolution.
4. If any layer of the signing entity is also a legal or commercial entity, the above information in paragraphs 2 and 3 will be required for each layer.
5. All documents provided as verification of the above, need to be current as of the date the agreement is submitted to the Roadway Agreement Committee.

Evidence of Title needs to be a copy of a current title work (**should be within 60 days of application date**). Acceptable forms of title work would typically be a title commitment, owner's title insurance policy, title opinion, title search report, or ownership and encumbrance report that dates back to the earliest public record. Essentially, the title work needs to reflect current ownership and all encumbrances that affect the subject property.

**Orange County, Florida
2023 Roadway Agreement Committee (RAC)
Meeting Dates and Material Submittal Guidelines**

PROP SHARE INITIAL SUBMITTAL CUT-OFF DATE FOR PRE-RAC REVIEW FOR RAC AGENDA (*Please submit by 12 noon)	PLEASE SUBMIT ALL MATERIALS for Road Agreements BY NOON 10 DAYS PRIOR TO THE NEXT REGULARLY SCHEDULED MEETING. ALL DEADLINES IN THIS COLUMN OCCUR ON MONDAY UNLESS OTHERWISE NOTED.	<u>2023 RAC MEETING DATES</u> Meetings are held from 9:00a.m. to 12:00p.m. on Wednesdays, unless otherwise noted.
Thursday, Dec 8, 2022	By Noon on Tuesday, December 27, 2022	January 4
Tuesday, Dec 20, 2022	By Noon on Monday, January 9, 2023	January 18
Thursday, January 5	By Noon on Monday, January 23	February 1
Thursday, January 19	By Noon on Monday, February 6	February 15
Thursday, February 2	By Noon on Monday, February 20	March 1
Thursday, February 16	By Noon on Monday, March 6	March 15
Thursday, March 9	By Noon on Monday, March 27	April 5
Thursday, March 23	By Noon on Monday, April 10	April 19
Thursday, April 6	By Noon on Monday, April 24	May 3
Thursday, April 20	By Noon on Monday, May 8	May 17
Thursday, May 11	By Noon on Monday, May 29	June 7
Thursday, May 25	By Noon on Monday, June 12	June 21
Thursday, June 1	By Noon on Monday, June 26	July 5
Thursday, June 22	By Noon on Monday, July 10	July 19
Thursday, July 6	By Noon on Monday, July 24	August 2
Thursday, July 20	By Noon on Monday, August 7	August 16
Thursday, August 17	By Noon on Tuesday, September 5	September 13
Thursday, August 31	By Noon on Monday, September 18	September 27
Thursday, September 14	By Noon on Monday, October 2	*October 11
Thursday, September 28	By Noon on Monday, October 16	*October 25
Thursday, October 12	By Noon on Monday, October 30	*November 8
	NO MEETING	NOV 22 MEETING CANCELLED
Thursday, November 2	By Noon on Monday, November 20	#November 29
Thursday, November 16	By Noon on Monday, December 4	*December 13
	NO MEETING	DEC 27 MEETING CANCELLED

***PLEASE NOTE: All Meetings Scheduled for September, October, November, and December will take place in the afternoons from 1:30 p.m. to 4:30 p.m.**

**** All materials for Proportionate Share Agreement reviews are required prior to sending out the review. Proportionate Share Executed Documents are required by date and time shown in middle column.**

#This meeting will only be available if the Committee deems necessary.

Any meeting may be cancelled or rescheduled at any time at the discretion of the Committee. Special meetings may also be called at the discretion of the Committee.

For additional information please contact:

**Tammi Chami, Planner III
Orange County Transportation Planning
4200 South John Young Parkway
Orlando, Florida 32839-9205
Telephone: (407) 836-8016
Email: tammilea.chami@ocfl.net**

**Nannette Chiesa, Development Coordinator
Orange County Transportation Planning
4200 South John Young Parkway
Orlando, Florida 32839-9205
Telephone: (407) 836-8071
Email: nannette.chiesa@ocfl.net**

RAC Application for New Project Review

Orange County Transportation Planning Division

Heather Brownlie, Transportation Planner III, 407-836-8076, E-mail: Heather.Brownlie@ocfl.net
Rita Gonzalez, Project Coordinator, 407-836-8071, E-mail: Rita.Gonzalez@ocfl.net
Orange County Community, Environmental and Developmental Services Department, c/o Public Works Transportation Planning, 4200 S. John Young Parkway, Orlando, FL 32839

Application Date: _____

Name of Developer/Applicant: _____ Telephone: _____

E-mail: _____

Name of Owner: _____ Telephone: _____

E-mail: _____

*If not owner will need to complete joinder form as part of agreement

Address of Property: _____

Parcel ID Number: ____ - ____ - ____ (Section-Township-Range)

Major Road Impacted by Project: _____

BCC District: _____ Impact Fee Zone: _____

	Yes	No	If yes please specify
Directed to RAC by DRC			_____
Directed to RAC another way			_____
ROW to be dedicated by Agreement			_____
Design & Construction of roadway by Agreement			_____
Currently on CIP/Long Range Plan			_____
Impact Fee Eligible Roadway			_____
Estimated width of ROW to be dedicated			_____
Total acreage of ROW to be dedicated			_____
Wetlands impacts in ROW to be dedicated			_____
Mitigation required/Conservation easement			_____
Is the application requesting RIF credits			_____
Is the application requesting Vested Credits			_____
Has an appraisal been preformed in last 12 months			_____
If so, what is the appraisal value?			_____
Are APF Credits or APF Roads involved?			_____

Submit a Title Commitment or Owner's Policy showing current ownership and exceptions

Attach Project Location Map showing property and surrounding area

AGENT AUTHORIZATION FORM



FOR PROJECTS LOCATED IN ORANGE COUNTY, FLORIDA

I/WE, (PRINT PROPERTY OWNER NAME) _____, AS THE OWNER(S) OF THE REAL PROPERTY DESCRIBED AS FOLLOWS, _____, DO HEREBY AUTHORIZE TO ACT AS MY/OUR AGENT (PRINT AGENT'S NAME), _____, TO EXECUTE ANY PETITIONS OR OTHER DOCUMENTS NECESSARY TO AFFECT THE APPLICATION APPROVAL REQUESTED AND MORE SPECIFICALLY DESCRIBED AS FOLLOWS, _____, AND TO APPEAR ON MY/OUR BEHALF BEFORE ANY ADMINISTRATIVE OR LEGISLATIVE BODY IN THE COUNTY CONSIDERING THIS APPLICATION AND TO ACT IN ALL RESPECTS AS OUR AGENT IN MATTERS PERTAINING TO THE APPLICATION.

Date: _____
 _____ Signature of Property Owner Print Name Property Owner

Date: _____
 _____ Signature of Property Owner Print Name Property Owner

STATE OF FLORIDA :
 COUNTY OF _____ :

I certify that 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.

Witness my hand and official seal in the county and state stated above on the ____ day of _____, in the year _____.

(Notary Seal)

 Signature of Notary Public
 Notary Public for the State of Florida

My Commission Expires: _____

Legal Description(s) or Parcel Identification Number(s) are required:
PARCEL ID #:
LEGAL DESCRIPTION:



**RELATIONSHIP DISCLOSURE FORM FOR USE WITH DEVELOPMENT RELATED ITEMS,
EXCEPT THOSE WHERE THE COUNTY IS THE PRINCIPAL OR PRIMARY APPLICANT**

This relationship disclosure form must be submitted to the Orange County department or division processing your application at the time of filing. In the event any information provided on this form should change, the Owner, Contract Purchaser, or Authorized Agent(s) must file an amended form on or before the date the item is considered by the appropriate board or body.

PART I

INFORMATION ON OWNER OF RECORD PER ORANGE COUNTY TAX ROLLS

Name: _____

Business Address (Street/P.O. Box, City and Zip Code): _____

Business Phone () _____

Facsimile () _____

INFORMATION ON CONTRACT PURCHASER, IF APPLICABLE

Name: _____

Business Address (Street/P.O. Box, City and Zip Code): _____

Business Phone () _____

Facsimile () _____

INFORMATION ON AUTHORIZED AGENT, IF APPLICABLE

(Agent Authorization Form also required to be attached)

Name: _____

Business Address (Street/P.O. Box, City and Zip Code): _____

Business Phone () _____

Facsimile () _____



PART II

IS THE OWNER, CONTRACT PURCHASER, OR AUTHORIZED AGENT A RELATIVE OF THE MAYOR OR ANY MEMBER OF THE BCC?

YES NO

IS THE MAYOR OR ANY MEMBER OF THE BCC AN EMPLOYEE OF THE OWNER, CONTRACT PURCHASER, OR AUTHORIZED AGENT?

YES NO

IS ANY PERSON WITH A DIRECT BENEFICIAL INTEREST IN THE OUTCOME OF THIS MATTER A BUSINESS ACCOCIATE OF THE MAYOR OR ANY MEMBER OF THE BCC?

(When responding to this question please consider all consultants, attorneys, contractors/subcontractors and any other persons who may have been retained by the Owner, Contract Purchaser, or Authorized Agent to assist with obtaining approval of this item.)

YES NO

If you responded “YES” to any of the above questions, please state with whom and explain the relationship: _____

(Use additional sheets of paper if necessary)



PART III

ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to any meeting at which the above-referenced project is scheduled to be heard. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

Signature of Property Owner Contract Purchaser
or Authorized Agent (Check One)

Date

Print Name and Title of Person completing this form: _____

**STATE OF FLORIDA
COUNTY OF ORANGE**

The foregoing instrument was acknowledged ___ in person before me or ___ by online notarization by _____, as _____ of _____, a _____, who is known by me to be the person described herein and who executed the foregoing, this ___ day of _____, 20___. S/he is personally known to me or has produced _____ as identification.

WITNESS my hand and official seal in the County and State last aforesaid this ___ day of _____, 20__.

NOTARY PUBLIC
Print Name: _____
My Commission Expires: _____

Staff signature and date of receipt of form
Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.



ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT

This lobbying expenditure form shall be completed in full and filed with all application submittals. This form shall remain cumulative and shall be filed with the department processing your application. Forms signed by a principal’s authorized agent shall include an executed Agent Authorization Form.

This is the initial Form: _____

This is a Subsequent Form: _____

PART I *(Please complete all of the following)*

Name and Address of Principle (legal name of entity or owner per Orange County tax rolls):

Name and Address of Principal’s Authorized Agent, if applicable: _____

List the name and address of all lobbyists, consultants, contractors, subcontractors, individuals or business entities who will assist with obtaining approval for this project. (Additional forms may be used as necessary).

1. Name and address of individual or business entity: _____

Are they registered Lobbyist? Yes No

2. Name and address of individual or business entity: _____

Are they registered Lobbyist? Yes No

3. Name and address of individual or business entity: _____

Are they registered Lobbyist? Yes No

4. Name and address of individual or business entity: _____

Are they registered Lobbyist? Yes No

5. Name and address of individual or business entity: _____

Are they registered Lobbyist? Yes No

6. Name and address of individual or business entity: _____

Are they registered Lobbyist? Yes No

7. Name and address of individual or business entity: _____

Are they registered Lobbyist? Yes No

8. Name and address of individual or business entity: _____

Are they registered Lobbyist? Yes No



PART II

EXPENDITURES

For this report, “expenditure” means money or anything of value given by the principal and/or his/her lobbyist for the purpose of lobbying, as defined in section 2-351, Orange County Code. This may include public relations expenditures including, but not limited to, petitions, fliers, purchase of media time, cost of print and distribution of publications. However, the term "expenditure" **does not** include:

- ❖ Contributions or expenditures reported pursuant to chapter 106, Florida Statutes;
- ❖ Federal election law, campaign-related personal services provided without compensation by individuals volunteering their time;
- ❖ Any other contribution or expenditure made by or to a political party;
- ❖ Any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4), in accordance with s.112.3215, Florida Statutes; and/or
- ❖ Professional fees paid to registered lobbyists associated with the project or item.

The following is a complete list of all lobbying expenditures and activities (including those of lobbyists, contractors, consultants, etc.) incurred by the principal or his/her authorized agent and expended in connection with the above- referenced project or issue. **You need not include de minimus costs (under \$50) for producing or reproducing graphics, aerial photographs, photocopies, surveys, studies or other documents related to this project.**

Date of Expenditures	Name of Party Incurring Expenditure	Description of Activity	Amount Paid
TOTAL EXPENDED THIS REPORT			\$

Orange County's Approved List of Appraisers
Contract Y21-191 (2022-2025)

Y21-191A **(ATS)**

AECOM Technical Services, Inc.

Jan Everett
Clark A. Maxwell, **MAI**
150 North Orange Avenue, Suite 200
Orlando, FL 32801
Phone: 407-843-6552
Fax: 407-839-1789
Email: jan.everett@aecom.com
cc: clark.maxwell@aecom.com

Y21-191G **(AGCF)**

The Appraisal Group of Central Florida, Inc.

Richard K. MacMillan, **MAI**
378 Center Pointe Circle, Suite 1286
Altamonte Springs, Florida 32701
Phone: 407.539.1288
Fax: 407.539.7004
Email: richard@tagcf.com
Cc: kim@tagcf.com

Y21-191B **(CPI)**

Callaway & Price, Inc.

Curtis Phillips, **MAI**
1120 Palmetto Ave., Suite 1
Melbourne, Florida 32901
Phone: 321-726-0970
Fax: 321-726-0384
Email: c.phillips@callawayandprice.com

Y21-191H **(SG)**

The Spivey Group, Inc.

Ted Hastings III, **MAI** & Bob Simmons
1700 N. Orange Avenue, Suite 300
Orlando, Florida 32804
Phone: 407.423.1430
Fax: 407.422.2237
Email: bsimmons@spivey-group.com
Cc: jsanscrainte@spivey-group.com

Y21-191C **(EVAL)**

Eminent Valuations, PLLC

Kristin L. Soltys, **MAI**
2202 Curry Ford Road, Unit C
Orlando, Florida 32806
Phone: 321-445-1767
Email: Kristin@EminentValuations.com
cc: Katie@EminentValuations.com

Y21-191D **(IRR)**

Integra Realty Resources

Christopher D. Starkey, **MAI**, SGA
326 North Magnolia Avenue
Orlando, Florida 32801
Phone: 407.325.3885
Fax: 407.841.3823
Email: cstarkey@irr.com
cc: pdrury@irr.com

Y21-191E **(KCE)**

Kenneth C. Evans, PA.

Kent Evans, **MAI**, **CCIM**
PO Box 395
Tampa, Florida 33601
Phone: 813.545.4581
Email: kent.evans@kcepa.net

Y21-191F **(P&C)**

Pinel & Carpenter, Inc.

Mark Carpenter, **MAI**
1390 Hope Rd., Ste 100
Maitland, Florida 32751
Phone: 407.648.2199
Fax: 407.648.8901
Email: markc@pinelcarpenter.com
cc: walterc@pinelcarpenter.com
cc: gencieo@pinelcarpenter.com