



**ORANGE COUNTY ROADWAY AGREEMENT COMMITTEE  
INSTRUCTIONS TO APPLICANTS ON THE PROP SHARE PROCESS**

Attached please find the information you will need to process a Prop Share Agreement through the Roadway Agreement Committee. In order to appear at the Committee you will need to provide the following information:

- One-Page Application Form (attached) with a Project Location Map of your project
- All data within the RAC Application MUST match the CEL application and Traffic Study submitted.
- Title Commitment/Owner's Policy (showing ownership of the property and any title exceptions)
- Owner of Property must be entity signing the agreement or a Joinder and Consent is needed
- Executed Agent Authorization, Project Expenditure Report and Relationship Disclosure Forms
  - o 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 Signator was identified (personally known or provided ID) complete
    - Notary included a Notary Stamp with expiration date of commission
    - All signatures will be verified with SUNBIZ.org If signator not registered with FL then additional documentation may be required to be submitted
- Draft Agreement-please use the attached Boiler-plate template Agreement for the format. **\*Please make sure to include CEL denial date / CMS Number and date of Traffic Study\***  
**[PLEASE NOTE: YOU MUST BLACKLINE AGAINST THE BOILERPLATE AGREEMENT!]**
- Exhibits you will need to attach to the Boiler-Plate Agreement:
  - Exhibit A** Project Location Map
  - Exhibit B** Legal Description
  - Exhibit C** Log of Project Contributions Table (provided by Mirna Barq)
- All data within the RAC Application  
**[PLEASE NOTE: YOU MUST BLACKLINE AGAINST THE BOILERPLATE AGREEMENT!]**

Everything listed above should be submitted to the attention of the Transportation Planning Division and this office will be your main point of contact for the entire process. Once a RAC Submittal is received and deemed complete and sufficient and Real Estate Management has verified the Evidence of Title then the draft agreement will be circulated to the RAC Technical Review Group. It will take 1-2 weeks for the RAC Technical Review Group to review the agreement and issue any comments. The applicant will be required to address those comments in a revised draft. Please number the drafts for tracking purposes in a footer on the left-side of the bottom of the page.

Once all comments are addressed the Final Execution document must be executed and **three (3)** originals submitted. Then the agreement will be presented to the Roadway Agreement Committee on a Consent Agenda. The Roadway Agreement Committee meets every two weeks on Wednesday mornings from 9am – 12noon. The agreement will be processed to the Board of County Commissioners on the next available BCC Agenda (usually within 4 weeks of the RAC meeting date). Upon BCC approval you will record the agreement in Official Records and go to the Concurrency Management Office to pay the Proportionate Share Payment and receive your Capacity Encumbrance Letter.

Transportation Planning looks forward to working with you on this project!  
If you have any questions, please give us a call anytime to discuss further.

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