



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

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

- One-Page Application Form with a Project Location Map of your project
- All data within the RAC Application MUST match the CEL application and Traffic Study submitted.
- 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
- Executed Agent Authorization, Project Expenditure Report and Relationship 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
    - Complete the manner in which Signature was identified (personally known or provided ID)

**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 template Agreement for the format.
  - Important: Data within the RAC application, CEL application, CMS Transportation Determination, & Traffic Study be consistent. Please make sure to include CEL denial letter date / CMS Number and date of Traffic Study.
- Exhibits you will need to attach to the template Agreement:
  - **Exhibit A** Project Location Map (property must be clearly identified)
  - **Exhibit B** Legal Description
  - **Exhibit C** Log of Project Contributions Table (provided by Mirna Barq)

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

**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 for the entire process. The draft agreement will be circulated to the RAC Technical Review Group for a preliminary review prior to a RAC Meeting. It will take roughly one week for the RAC Technical Review Group to review the agreement and issue 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 properly 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 Wednesdays (Refer to RAC Schedule). The agreement will be forwarded 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.

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

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](mailto:nannette.chiesa@ocfl.net)

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](mailto:tammilea.chami@ocfl.net)

**REVISED REQUIREMENTS FOR EVIDENCE OF TITLE per Real Estate Management (1/2023):**

**\*\*PLEASE BE AWARE IF YOU NEED TO ORDER TITLE WORK IT CAN TAKE 4 TO 6 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
	<b>NO MEETING</b>	<b>NOV 22 MEETING CANCELLED</b>
Thursday, November 2	By Noon on Monday, November 20	#November 29
Thursday, November 16	By Noon on Monday, December 4	*December 13
	<b>NO MEETING</b>	<b>DEC 27 MEETING CANCELLED</b>

**\*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](mailto:tammilea.chami@ocfl.net)**

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



**ROADWAY AGREEMENT COMMITTEE**  
**CONCURRENCY APPLICATION**

**Submit Application to:** Transportation Planning Division  
Attn: Heather E.G. Brownlie, Esq. AICP, Planner III  
Orange County Comm., Env. and Dev. Svcs Department  
Orange County Public Works Complex  
4200 S. John Young Parkway  
Orlando, Florida 32839-2905  
Phone: 407-836-8076  
Fax: 407-836-8079  
**Email: Heather.Brownlie@ocfl.net**

**TYPE OF REQUEST** (*Please Check One*) CEL No. \_\_\_\_\_

- Roadway Agreement Committee Meeting
- Other \_\_\_\_\_

**APPLICANT AND OWNER INFORMATION**

**APPLICANT:** \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Building Permit Number (*If Available*) \_\_\_\_\_

**OWNER:** \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION**

Project Name: \_\_\_\_\_  
Proposed Development/Construction (**Land Use**): \_\_\_\_\_  
Proposed Size if Development/Construction (**Units/Sq. Ft.**): \_\_\_\_\_

This project  **WILL**  **WILL NOT** be phased. (*Check One*)  
*Please Note: If the project is phased, please provide the number of units/Sq.Ft. for each phase.*

Phase I: \_\_\_\_\_  
Phase II: \_\_\_\_\_  
Phase III: \_\_\_\_\_

Reason for Attending: \_\_\_\_\_  
\_\_\_\_\_

# 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: \_\_\_\_\_

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



**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:** \_\_\_\_\_

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**(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
<b>TOTAL EXPENDED THIS REPORT</b>			<b>\$</b>



**Part III**

I hereby certify that information provided in this specific project expenditure report is true and correct based on my knowledge and belief. I further acknowledge and agree to comply with the requirement of section 2-354 of the Orange County code to amend this specific project expenditure report for any additional expenditure incurred related to this project prior to the scheduled Board of County Commissioner meeting. 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 ° Date  
or Authorized Agent  
Print Name and Title of Person completing this form: \_\_\_\_\_  
Business Address (Street/P.O. Box, City and Zip Code): \_\_\_\_\_  
Business Phone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

**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.*