



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

Attached please find the information you will need for dedicating right-of-way through an agreement with the Roadway Agreement Committee. In order to appear at the Committee, you will need to provide the following information:

- Hold a Pre-Meeting with County Staff to review application materials/ discuss project parameters
- One-Page Application Form (attached) with a Project Location Map of your project
- SEE LIST OF REVISED REQUIREMENTS FOR EVIDENCE OF TITLE on 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 Signator 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!]
PLEASE SUBMIT Clean and Blackline Documents in Word Version as well**

Everything needs to be submitted to the attention of the Transportation Planning Division and this office will be your main point of contact for the entire process from scheduling the Pre-Meeting to first appearing at the Roadway Agreement Committee, to getting the agreement finalized and onto a BCC agenda and approved, to working with you to get the conveyance documents and going to closing with Real Estate Management.

Please review the attached information and select an appraiser and get them started on the appraisal (which can take a little while) then get the Surveyor working on preparing the exhibits (which may also take some time) then have your lawyer prepare a draft agreement based on the boiler-plate agreement. Real Estate Management must review the appraisal and title work before the Roadway Agreement Committee Meeting you wish to attend and the County Surveyor and Public Works Engineering will need to review the exhibits prior to the meeting also.

The Roadway Agreement Committee meets every two weeks on Wednesday mornings from 9am – 12noon. 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 Committee meeting. If you wish to submit your application and project location map right away you may do so electronically and that will serve to start your file. 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!

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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
2022 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>2022 RAC MEETING DATES</u> Meetings are held from 9:00a.m. to 12:00p.m. on Wednesdays, unless otherwise noted.
Thursday Dec 9, 2021	By Noon on Monday December 27, 2021	January 5
Tuesday Dec 21, 2021	By Noon on Monday January 10, 2022	January 19
Thursday January 6	By Noon on Monday January 24	February 2
Thursday January 20	By Noon on Monday February 7	February 16
Thursday February 3	By Noon on Monday February 21	March 2
Thursday February 17	By Noon on Monday March 7	March 16
Thursday March 10	By Noon on Monday March 28	April 6
Thursday March 24	By Noon on Monday April 11	April 20
Thursday April 7	By Noon on Monday April 25	May 4
Thursday April 21	By Noon on Monday May 9	May 18
Thursday May 5	By Noon on Monday May 23	June 1
Thursday May 19	By Noon on Monday June 6	June 15
Thursday June 2	By Noon on Monday June 27	July 6
Thursday June 23	By Noon on Monday July 11	July 20
Thursday July 7	By Noon on Monday July 25	August 3
Thursday July 21	By Noon on Monday August 8	August 17
Thursday August 18	By Noon on Tuesday September 6	September 14
Thursday September 1	By Noon on Tuesday September 19	September 28
Thursday September 15	By Noon on Monday October 3	October 12*
Thursday September 29	By Noon on Monday October 17	October 26*
Thursday October 13	By Noon on Monday October 31	November 9*
	NO MEETING	NOV 23 MEETING CANCELLED
Thursday November 17	By Noon on Monday December 5	December 14*
	NO MEETING	DEC 28 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:

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 Orange County Transportation Planning
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 Orlando, FL 32839-9205
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 Email: heather.brownlie@ocfl.net

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 Development Coordinator
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 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 performed in last 12 months			_____
If so, what is the appraisal value?			_____
Are APF Credits or APF Roads involved?			_____

*****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 Date
or Authorized Agent (Check One)

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 day foregoing, this of , 20 . She/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			



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 day foregoing, this _____ of _____, 20 ____ . She/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'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

Y21-191B **(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

Y21-191C **(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

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

Y21-191H **(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