



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

The following are instructions needed to process a Proportionate Share Agreement through the Roadway Agreement Committee (RAC). In order to be scheduled for 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 them further. Transportation Planning looks forward to working with you on this project!

For additional information please contact:

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

Nannette Chiesa, Development Coordinator
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Transportation Planning
4200 S. John Young Parkway
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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, printed 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 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
2026 Roadway Agreement Committee (RAC)
Meeting Dates and Material Submittal Guidelines

<u>*PROPORTIONATE SHARE DEADLINE DATES</u>	<u>**ROAD AGREEMENTS DEADLINE DATES</u>	<u>2026 RAC MEETING DATES</u>
Initial Submittal for PSA Pre-Review Before RAC Agenda (Required on Thursdays by 12 noon)	Initial Submittal for Road Agreements Before RAC Agenda (Required on Mondays by 12 noon)	RAC Meetings held Wednesdays 9:00a.m. to 12:00p.m. Except where noted by**
Thursday, December 11, 2025	Monday, December 29 2025	January 7
Tuesday December 23	Monday, January 12	January 21
Thursday, January 8	Monday, January 26	February 4
Thursday, January 22	Monday, February 9	February 18
Thursday, February 5	Monday, February 23	March 4
Thursday, February 19	Monday, March 9	March 18
Thursday, March 5	Monday, March 23	April 1
Thursday, March 19	Monday, April 6	April 15
Thursday, April 9	Monday, April 27	May 6
Thursday, April 23	Monday, May 11	May 20
Thursday, May 7	Tuesday, May 26	June 3
Thursday, May 21	Monday, June 8	June 17
Thursday, June 4	Monday, June 22	July 1
Thursday, June 18	Monday, July 6	July 15
Thursday, July 9	Monday, July 27	August 5
Thursday, July 23	Monday, August 10	August 19
Thursday, August 6	Monday, August 24	September 2
Thursday, August 20	Monday, September 7	September 16
Thursday, September 17	Monday, October 5	October 14
Thursday, October 1	Monday, October 19	October 28
Thursday, October 15	Monday, November 2	Thursday November 12**
NO MEETING	NO MEETING	Nov 25 MEETING CANCELLED
Thursday, November 12	Monday, November 30	December 9
NO MEETING	NO MEETING	DEC 23 MEETING CANCELLED

*RAC submittals for Proportionate Share Agreements (PSA) are required by the deadline date shown in the first column.

**3-Sets of Executed Proportionate Share Agreements are required by the date and time shown in the middle column.

Please Be Aware: 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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Telephone: (407) 836-0225
Email: sapho.holley@ocfl.net

Note: When RAC application materials are submitted, every effort will be made to keep in accordance with the established meeting deadline schedule. However, as an individual meeting agenda becomes full, staff may defer (or reschedule) otherwise timely project applications to the next available meeting agenda.



ROADWAY AGREEMENT COMMITTEE
PROPORTIONATE SHARE AGREEMENT (PSA)

Application Date: _____

CEL No. _____

APPLICANT AND OWNER INFORMATION

Applicant: _____ **Entity:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Work Phone: _____ **Cell Phone:** _____ **Email:** _____

Owner: _____ **Entity:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Work Phone: _____ **Cell Phone:** _____ **Email:** _____

****If not, Owner will need to complete joinder form as part of agreement. Please include additional Owners or
Parcels on a separate sheet.***

PROPERTY INFORMATION

Project Name: _____

Property Address: _____

Parcel ID Number(s): _____

Failing Roadway(s): _____

Proposed Development/Construction (Land Use): _____

Proposed Size if Development/Construction (Units/Sq. Ft.): _____

BCC District: _____ **Impact Fee Zone:** _____

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

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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: _____

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: _____
COUNTY OF: _____

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			\$



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 °
or Authorized Agent

Date

Print Name and Title of Person completing this form: _____

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

Business Phone: _____

Facsimile: _____

STATE OF: _____

COUNTY OF: _____

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.