



REQUIREMENTS FOR CONVEYANCES OF REAL PROPERTY INTERESTS

Questions? Email RP-Development@hcfl.gov or Call 813-307-1021

PLEASE READ THOROUGHLY to avoid delays.

REQUIREMENTS:

All submittal packages must include:

- Conveyance Submittal Form, completed and signed
- Documentation from Development Services describing the required dedication - Site and Subdivision Review Sheets and/or the complete construction plans
- Legal description and description sketch (8 ½" x 11" paper) AND closure report for each required dedication, prepared by a Florida licensed Professional Surveyor and Mapper (Please provide Surveyor Checklist to your surveyor)

NOTE: Right-of-way conveyed to the County for a roadway constructed by the developer must be monumented and tied- in to the State Plane Coordinates System in accordance with criteria established in the Hillsborough County Survey and Mapping Manual. A certified survey is required for this verification along with an electronic Auto CAD for the right-of-way area.

- Title Search Report, must include:
 - Copies of all instruments cited in the report
 - 30+ year ownership search along with a chain of title
 - Encumbrances affecting the subject property
 - 20-year judgment search on all names in the chain of title
 - Reservations, releases, and transfers affecting ownership (even if such reservation is prior to 30 years such as Trustees of the Internal Improvement Trust Fund deed)
 - All oil, gas and mineral leases, deeds, or royalty transfers that include surface rights
 - Tax payment information or delinquent tax information
 - PLEASE NOTE:
 - Title Search Reports must be no more than 60 days old at the time you submit your complete package
 - If you are dedicating right-of-way, the title search area must cover only the property to be conveyed in fee title
 - If you are dedicating an easement, the title search area must cover the complete parent tract.
 - Title Search Reports must be prepared by a licensed title company (Please provide Title Search Report Checklist to your title company)

GETTING STARTED:

Once you have collected all required documents, please email your submittal package to RP-Development@hcfl.gov.

PROCESS:

1. Once a complete submittal package is received, the assigned Project Manager will review the package for completeness and will request revisions as necessary.
2. Once documentation of the dedication requirement is deemed sufficient, Staff will request the Development Services Department to verify that the location and configuration of the dedication is consistent with the construction plan approval and provide a recommendation of acceptance. Additionally, Staff will confirm that the rights granted in any easements are sufficient for the County's purposes.
3. Once the Title Search Report is deemed sufficient, Staff will provide templates for the applicable conveyance document(s) to be completed by the developer and returned for Staff review and approval along with proof of signature authority (for LLCs, Corporations, Partnerships and Trusts). Please note, subordinations, releases, consents and joinders, or other documents appropriate to the conveyance may be required.
4. Once the conveyance document(s) are approved, the Property Owner will be instructed by Staff to execute the instruments, and mail the original executed and notarized conveyance documents to the attention of the assigned Project Manager at 601 E Kennedy Blvd, 23rd Floor, Tampa, FL 33602
5. After all executed instruments have been received, the dedication will be submitted for approval and acceptance by the Board of County Commissioners in accordance with County procedures.
6. Once the conveyance documents have been accepted, Staff will record the required instruments and notify the Property Owner and the appropriate Development Review/Transportation staff that the Property Owner's real estate dedication requirement has been met.

SPECIAL NOTES:

- When executing the conveyance documents, please leave the date on the first page of the instrument blank. This will be completed upon BOCC approval.
- Any delinquent taxes that encumber the property must be cleared prior to acceptance by the County.
- If the proposed conveyance is a fee simple transaction, Real Property staff will present a discharge for the current year real estate tax obligation applicable to that portion of the property conveyed to Hillsborough County.
- Please be advised that if ownership of the property changes before the conveyance is accepted and recorded, a new submittal package will be required and the process will start over.