



CITY OF WINTER PARK

401 Park Avenue South

Winter Park, Florida

32789-4386

INSTRUCTIONS FOR COMPLETING THE
AGREEMENT FOR INSTALLATION OF NON-STANDARD
DRIVEWAY ACCESS APRON IN RIGHT-OF-WAY

Execution of the attached agreement, by the property owner and the City, is required for the construction of a "non-standard" driveway access/apron in the City right-of-way. (Example: decorative concrete, pavers, brick, etc.)

INSTRUCTIONS

◆ There are five different forms of ownership: "single," "married," "corporate/company," "Florida limited liability company," and "two singles". Verify that you have the correct agreement based on your marital and property ownership status.

◆ Fill in the date and property owner name(s) in the first paragraph which begins with *This Agreement*.

◆ Fill in the subject property address in the second paragraph which begins with *Whereas*.

◆ "Owner's(s)'" signature, witness, and notary blocks are on page three. Each signature requires two witnesses. (Witness signatures are to the left margin; property owner signature(s) are to the right margin; the bottom block is for notarization). The attending notary may also serve as a witness for "owner's (s)'" signature(s).

The City Manager's signature (page two) will be attained by City staff. You need only to affix the "Owner's(s)'" signature(s) on page three.

◆ Return the **original agreement** to the Public Works Office, attention City Engineer **along with payment of \$27.00** for recording fee.

Physical address: 180 W. Lyman Avenue, Winter Park
Mailing address: 401 Park Avenue, So.
Winter Park, FL 32789

◆ Agreement will then be fully executed and forwarded to Orange County Government for recording. Once returned to the City, a copy of the recorded agreement will be mailed to you at the address indicated on page three of the agreement.

◆ If you have any additional questions, please contact a staff assistant at 407-599-3233.