



City of Pompano Beach
 Department of Development Services
 Planning & Zoning Division

100 W. Atlantic Blvd Pompano Beach, FL 33060
 Phone: 954.786.4679 Fax: 954.786.4666

Unity of Title Checklist

Unity of Title

DEADLINE: Initial electronic submission and fee must be received by 5:00 PM each business day.

Application Review Process:

Application Type	Step 1	Step 2	Step 3
Unity of Title	Pre-Application Meeting (Optional)	Staff Review	Final approval from the City Attorney's Office

DIGITAL SUBMISSION: The following digital documents are to be submitted in Camino:

DIGITAL	<input type="checkbox"/>	The fee and application page*.
	<input type="checkbox"/>	Letter of intent requesting the Unity of Title, including all property addresses and folios. Provide the owner/attorney mailing address where the original recorded document should be mailed. Include the project number to any related cases (PZ Site Plan #, building permit #, or ZBA Appeal #), if applicable.
	<input type="checkbox"/>	A Title Opinion valid within the last six (6) months for each address.
	<input type="checkbox"/>	Current survey for all properties being unified (<i>Surveys to be recent and must show all improvements on the property and legal description</i>).
	<input type="checkbox"/>	Declaration of Unity of Title using the template provided (pg. 2). Note: Insert the addresses of the unified properties under the Legal Description. Do not state "see attached" if legal description is short. If it is a lengthy metes and bounds description, you can insert see attached but reference at a minimum the Range, Township, and Section number.

**Updated copies of the application, proof of ownership, or narrative may be required if information has changed (i.e.: if the property ownership changes, the owner's certificate and application will need to be revised with the City's file.)*



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DECLARATION OF UNITY OF TITLE

KNOW ALL MEN BY THESE PRESENTS, that pursuant to the applicable ordinances of the City of Pompano Beach pertaining to the issuance of building permits and regulating building construction, the undersigned, _____, a Florida [not-for-profit corporation/ limited liability company/ other], being the fee owner of the following described real property lying, being and situate in the City of Pompano Beach, County of Broward and State of Florida, to-wit:

[Insert Legal Description] PLEASE TYPE AS STATED ON SURVEY - DO NOT PUT "SEE ATTACHED"

[insert applicable addresses.]

does hereby make the following declarations of conditions, limitations and restrictions on said lands, hereinafter referred to as _____;

- 1. The aforesaid plot, parcel or combinations of separate lots be and the same is hereby established and declared to be unified as an indivisible building site.
2. This Declaration of Unity of Title shall constitute a covenant running with the land, as provided by law, and shall be binding upon the undersigned, its successors and assigns, and all parties claiming thereunder and no portion shall be sold, assigned, transferred, conveyed or devised separately except in its entirety as one plot or parcel until such time as the same may be released in writing under the order of the Development Services Director of the City of Pompano Beach.
3. The undersigned does further agree that this instrument shall be filed for record among the Public Records of Broward County, Florida.

IN WITNESS WHEREOF, the undersigned has caused this Declaration of Unity of Title to be executed in appropriate manner and its seal to be affixed this ____ day of _____.

Signed, Sealed and Delivered in the presence of:

By: _____

Print Witness Name(s) Print Name and Title

By: _____

Print Witness Name(s) Print Name and Title

STATE OF FLORIDA)
) SS:
COUNTY OF _____)

BEFORE ME the undersigned authority, personally appeared _____, to me known to be the person described in and who executed the foregoing instrument and he acknowledged before me that he executed the same as the act and deed of said corporation and for the uses and purposes set forth therein.

WITNESS my hand and official seal at _____, _____ County, Florida this ____ day of _____.

NOTARY PUBLIC, STATE OF FLORIDA

(Name of Notary Public: Print, Stamp, or Type as Commissioned.)
[] Personally known to me, or
[] Produced identification: _____
(Type of Identification Produced)

My Commission Expires: