

Procedures for Conveying Land to Pasco County

1. Please provide two (2) original signed and sealed legal descriptions for the portion of right-of-way to be conveyed (not of the entire parent parcel). The legal and sketch must be signed by a Florida Licensed Surveyor. This should be on eight and one half inches by fourteen-inches (8 ½" X 14") legal-sized paper, for recording purposes. If the condition requires the conveyance of right-of-way from the centerline of a road construction or right-of-way or any other specified location, the sketch must show the centerline and/or condition of the right-of-way, as well as the distance from the subject property line to the centerline of the right-of-way/ centerline of construction or as indicated in the conditions of approval.
2. Provide a copy of an Ownership and Encumbrance Property Report (O & E Report), not more than 30 days' old pertaining to the subject property if this is a PUD, MPUD or DRI?
3. Provide a copy of the most recently recorded deed(s) regarding the subject property (or properties) from which the right-of-way is to be extracted.
4. Provide a signed and recorded copy of the approved petition or DRC approval memorandum showing the condition that requests the conveyance of right-of-way. For example, the rezoning petition, special exception petition, conditional use petition, etc.
5. Provide an original notarized Warranty Deed (fee simple) or perpetual easement (as required by the development condition described in No. 4, above) conveying the necessary right-of-way to the County for as a "perpetual easement for right-of-way and all attendant facilities, including, but not limited to, road surface, slope, drainage, sidewalk, utilities, and all other lawful public purposes."
6. Provide notarized documentation releasing or subordinating encumbrances on the property being conveyed to Pasco County. For example,
 - a. If the subject property is encumbered by a mortgage, a fee simple conveyance requires a notarized partial release of mortgage executed by the mortgagee, and a perpetual easement conveyance requires a subordination of encumbrance executed by the mortgagee.
 - b. If there are liens, such as mechanics liens, on the subject property, the liens must be cleared prior to conveyance of the right-of-way.
 - c. If the subject property is located within a Community Development District, then the District needs to sign a conveyance document in favor of Pasco County.
7. If the grantor is a corporation, the president or vice president should be signing the conveyance document(s) as exactly as shown on SunBiz. If the corporation intends to have someone other than the president or vice-president sign the conveyance documents, a corporate resolution authorizing said person to sign the conveyance document must be submitted at the same time as the conveyance document.
8. If the grantor is a limited liability company, one of the managing members of the company must sign the conveyance document(s).
9. The Real Estate Department has conveyance forms available for your use and convenience. These forms are available and expected to be used. Samples are being sent along with this procedure and are in a MICROSOFT WORD DOCUMENT format, or we can be mailed to you as a completed example, for your review. The Real Estate Division prefers the (fee simple) Warranty Deed method of conveyance. Before submitting any original deeds, legal descriptions, sketches, easements, etc., are executed please submit them via email or facsimile for review by the Real Estate Division.
10. All document items must be submitted as one package to the Real Estate Division for BCC acceptance and recordation.

If you would like for the County to prepare the conveyance documents for you, please provide us items No. 1 through 4, above, together with the name and address of the Grantor(s) and the name of the authorized individual; if the Grantor is a business entity or trust. Once the Real Estate Division receives the information, the conveyance and partial release the documents will be drafted and mailed to you, usually within 20-25 business days. Before submitting any original deeds, legal descriptions, sketches, easements, etc., are executed please submit them via email or facsimile for review by the Real Estate Division.

