



STAFF USE ONLY
Intake Date: _____

Planning, Zoning & Building Department
4585 Charlotte Street, Haverhill, FL 33417 (561)689-0370 Fax (561)753-2439

UNITY OF TITLE APPLICATION

INSTRUCTIONS TO APPLICANTS:

1. Please complete all sections of this application. If not applicable, indicate with N/ A.
2. Provide required attachments as shown on the checklist.
3. Pay a filing fee in the amount of \$250. In addition to the filing fee, an additional check in the amount of \$250 needs to be collected and placed in an escrow account to cover legal, advertising and professional review fees.

**** Please note that applications take a minimum of two (2) weeks to review. When approved, a signed Unity of Title is prepared by staff, signed by the Attorney and forwarded to Palm Beach County Recorder's Office for recording. The recording process takes approximately two (2) additional weeks with the original document being returned to Haverhill Administrative Offices. A copy of the original will be mailed under a cover to the applicant.

I. PROPERTY OWNER AND AGENT INFORMATION

Property Owner(s) of Record: _____
 Address: _____ City: _____ ST: _____ Zip: _____
 Phone: _____ FAX: _____

Applicant (if other than owner): _____
 Address: _____ City: _____ ST: _____ Zip: _____
 Phone: _____ FAX: _____

Agent & Company Name: _____
 Address: _____ City: _____ ST: _____ Zip: _____
 Phone: _____ FAX: _____

Consultants: If applicable to your request, please attach a separate list of all consultants that will provide information on this request. You should include the name, address, telephone number, and fax number as well as the type of professional service provided.

II. PROPERTY LOCATION

A. Property Control Number (PCN): If additional PCNs, list on a separate sheet and attach to the application.

PCN: _____

B. Project Address: _____

C. General Location Description (proximity to closest major intersection in miles or fractions thereof):

III. REQUEST

Describe your request and reason for your request in detail:

IV. ADJACENT PROPERTIES

Adjacent Property to the:	Land Use Designation	Zoning Designation	Existing Use(s) of Property	Approved Use(s) of Property
North				
South				
East				
West				

- If adjacent land supports a previous approval by Haverhill, please include a brief description of the approved use(s) and the approved square footage or number of dwelling units.

DECLARATION OF UNITY OF TITLE

In consideration of the issuance of a permit by the Town of Haverhill, the undersigned hereby agrees to restrict the use of lot(s) _____, Blocks _____, Subdivision _____, Plat Book _____, of the Public Records of Palm Beach County, Florida, of property being otherwise described by metes and bounds as:

In the following manner:

1. That said property shall be considered as one plot and parcel of land, and that no portion of said plot and parcel of land shall be sold, transferred, devised, or assigned separately except in its entirety as one plot of parcel of land. The conveyance of right-of-way required by government shall not be deemed to violate this Unity of Title.
2. The undersigned further agrees that this condition, restriction, and limitation shall be deemed a covenant running with the land, and shall remain in full force and effect, and be binding upon the undersigned, their heirs and assigns, until such time as the same may be released in writing by Haverhill Planning, and Zoning and Building Director and the Engineer.
3. The undersigned further agrees that this instrument shall be recorded in the Public Records of Palm Beach County.
4. This unity is placed on the aforementioned property for the purpose of:

OWNER

WITNESSES (2)

State of Florida
County of Palm Beach

I HEREBY CERTIFY THAT ON THIS _____ day of _____, A.D., 20____, before me personally appeared _____ and the persons described in and who executed the foregoing instrument, and they acknowledged to me the execution thereof to be their free act and deed to the uses and purposes therein mentioned. He/She is personally known to me or has produced _____ as identification and did/did not take an oath.

Sword to and subscribed before me this _____ day of _____, 20____.

Notary Public

My commission expired _____

OWNER ACKNOWLEDGEMENT

I/We: _____, do hereby swear/affirm that I/we am/are the owner(s) of the property referenced in this application

I/We certify that the above statements and the statements or showings made in any paper or plans submitted herewith are true to the best of my/our knowledge and belief. Further, I/we understand that this application, attachments and fee become part of the official record of the Planning & Zoning Department of the Town of Haverhill and the revocation or administrative withdrawal of the application or permit. I/We further acknowledge that additional information may be required by the Town of Haverhill in order to process this application,

I/We further consent to the Town of Haverhill to publish, copy or reproduce any copyrighted document for any third party submitted as part of this application.

Signature(s) of Owner(s) _____

Print Name(s) _____

CONSENT STATEMENT
Owner to complete if using agent/representative

I/We, the aforementioned owner(s), do hereby give consent to _____
to act on my/our behalf to submit this application, all required material and documents, and
attend and represent me/us at all meetings and public hearings pertaining to the request(s) and
property I/we own described in the attached application. Furthermore, as owner(s) of the subject
property, I/we hereby give consent to the party designated above to agree to all terms or
conditions that may arise as part of the approval of this application for the proposed use.

Signature(s) of Owner(s) _____
Print Name(s) _____

NOTARY

STATE OF FLORIDA
COUNTY OF _____

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.

_____ My Commission Expires: _____
(Signature of Notary)

_____ (NOTARY'S SEAL OR STAMP)
(Name-Must be typed, printed, or stamped)



TOWN OF HAVERHILL

Planning, Zoning & Building Department

4585 Charlotte Street, Haverhill, FL 33417 (561)689-0370 Fax (561)689-4317

**UNITY OF TITLE
SUBMITTAL CHECKLIST**

PLEASE CHECK		
YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I. GENERAL

- a. A complete Unity of Title application signed by owner, agent, and/or applicant. Agent’s authorization or power of attorney must be attached if applicant is other than owner.
- b. Required application fees
- c. Three (3) copies of the recorded warranty deed including property control number or folio number and legal description of the property. If the applicant is not the owner of record, submit a copy of a recorded contract or a letter of authorization from the legal owner. If an authorized representative is applying for the applicant, submit a notarized letter or authorization from the applicant.
- d. Five (5) copies of a signed and sealed survey (not more than a year old) including any and all easements of record (reference by OR Book and page, prepared by a surveyor registered in the State of Florida). The survey must indicate the area of the Unity of Title with a complete legal description. The legal description on the survey should match the legal description which is recorded on the Warranty Deed and Unity of Title. A location sketch should also be included in the survey. The size of the survey should not measure less than 8 ½” x 11” and should not exceed 11” x 17”.
- e. If there are any mortgages, a letter must be received on its letterhead approving the application and unity of title.
- f. Schedule a meeting with Town Administrator to review your application prior to submittal.