



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT
ZONING DIVISION
POLICY AND PROCEDURE**

JON P. MACGILLIS, ASLA, DIRECTOR

PPM # ZO-O-015

Effective: 02/26/18

SUBJECT: RELEASE OF UNITY OF TITLE (ROU)

PURPOSE: To clarify the procedures for a Release of Unity of Title (ROU).

BACKGROUND: The Unified Land Development Code (ULDC) previously allowed a property owner to file and record a unity of title (UOT) under specific conditions. However, this process has since been replaced with Subdivision and Platting requirements pursuant to ULDC Article 11.

ULDC

REFERENCES: The County may require a UOT pursuant to ULDC Articles 2.C.5.H.1.c, DRO Authority; Art. 4.B.9.B.1, Commercial Communication Tower – Lease Parcel; and Art. 5.F.1, Maintenance and Use Documents.

PROCEDURES: The following procedures shall be followed when reviewing a ROU request.

A. Applications and Submittal Requirements

- All ROU requests shall be accompanied by an application and fee. The request will be entered into ePZB by staff and will be assigned an application number;
- PZB will provide ROU applications **only** in cases where the UOT was required by PZB.
- The Applicant must clearly demonstrate the conditions that required the UOT no longer exist.
- A signed and sealed survey less than 1 year old, depicting the property and improvements as currently configured, all easements of record and full legal description, dated photographs, and a notarized affidavit may be considered by staff when determining whether or not a ROU can be approved.
- PZB is not authorized to release a UOT required by another entity.

B. Review and Processing / Recording

- The application review by staff takes approximately 15 days. However, for a ROU requiring the signature of the Mayor of the Board of County Commissioners or the Chair of the Zoning Commission, additional time may result. This is typically indicated on the original recorded document. In these instances when the signature is required, a cover letter with a brief history of the site and the ROU will be forwarded to the Community Development (CD) Secretary to be placed on the next available Agenda. The Secretary shall ensure the document(s) is signed by the Chair and notarized at the hearing.
- If it is determined that the need for the UOT still exists, the ROU cannot be approved.
- The Executive Director, the Zoning Director or his/her designee may sign a ROU that requires approval by PZB.

C. Recording

- If the ROU is approved, a copy of the ROU will be kept in the file and the Applicant shall be provided with the original ROU from the Zoning Division.
- The Applicant is required to submit the ROU to the Office of the Clerk and Comptroller to be recorded. A copy of the recorded ROU shall be provided to the Zoning Division.
- The Applicant should also retain a copy for future proof that the County has approved the ROU on the subject property.



Director

Supersession History

PPMZO-O-015, Issued: 05/20/05
PPMZO-O-015, Revised: 03/16/12
PPMZO-O-015, Revised: 10/9/15
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