

GENERAL GUIDELINES FOR FILLING OUT LEGAL DOCUMENTS

- Please start by filling in the lines on the upper, left side of the page.
- This Document Prepared By:
 - Please list the individual's name, firm name (if applicable), and mailing address.
- Parcel ID # (Parcel Identification Number): This can be found on your tax bill or by accessing the Marion County Property Appraiser's web site at <http://www.pa.marion.fl.us/>. Go to Property Search, Search Engine, and submit query by name or address. The parcel number is the blue number on the left. Click on this number to view/print tax cards and recorded deeds.
- Project Name is the name of the project on the plans.
- The space provided for day, month, and year must be filled in at the time of acknowledgment.
- All interest of ownership (Grantor) of property must be listed properly along with the correct address and must sign the document properly.
- Please submit a copy of the last deed of record from the Marion County Clerk of the Circuit Court along with information of the Corporations, LLC's, and Partnerships. This information can be obtained at <http://www.sunbiz.org/search.html>.
- If applicable to the document being prepared, an accurate legal description of the easement area can be typed in the area provided on page 1 or, if this description is too large for that area, please make an attachment called Exhibit "A".
- If applicable to the document being prepared, the OR Book and Page is found on the last deed of record from the Marion County Clerk of the Circuit Court.
- Document(s) must be dated and signed in the witness of a licensed notary public. A notary public can be found in the yellow pages of the phone book and also at local banks.
- After having the document signed and sealed by a notary, please deliver the document(s) to the Marion County Office of the County Engineer, Development Review, for review and approval prior to recording. Once the document has been approved, Development Review will contact you regarding the necessary recording fees and the document will be recorded.
- Typical recording fees for each document are \$10.00 for the first page and \$8.50 for each additional page. Please make check payable to Clerk of the Court.
 - Example:

Page 1 = \$10.00
Page 2 = \$ 8.50
Page 3 = \$ 8.50
Total = \$27.00

For easements and warranty deeds, please add an additional \$.70 for document stamps.

Record and Return to:

Marion County Office of the County Engineer
Development Review
412 SE 25th Avenue
Ocala, FL 34471

This Document Prepared By:

Parcel ID #: _____

Owner: _____

Project Name: _____

Roadway Segment(s) Requiring Sidewalk(s):

COVENANT FOR SIDEWALK DEVELOPMENT

The above referenced owner of the named project hereby acknowledges the requirement of Section 8.2.5.a(1)(d) of the Marion County Land Development Code to establish and construct a sidewalk(s) to provide for non-automotive, multi-modal access for this project. The owner, in consideration of the County’s agreement to delay the requirement to provide the required sidewalk(s), does hereby covenant to the Board of County Commissioners of Marion County, Florida, that the owner, its successors, heirs, or assigns shall be responsible for the total cost of establishing and constructing a sidewalk(s) within 180 days of written notification from the Marion County Administrator that the sidewalk(s) for the referenced roadway segment(s) is necessary. The owner does hereby agree to indemnify, defend, and save harmless, Marion County, Florida, from any liability or cost that may result from the owner’s failure to construct the sidewalk(s) within the time specified, including attorneys fees and other costs. The owner shall be responsible for the costs of recording this covenant for establishing and constructing the sidewalk(s) in the Public Records of Marion County, Florida.

a _____ Corporation

Attest: _____

By: _____

Its _____

Its _____

Address of Grantor:

City, State, and Zip Code

Signed, sealed and delivered in the presence of:
(Two witnesses or Corporate Seal required by
Florida Law)

(Corporate Seal)

(Witness No.1 - Signature)

(Witness No. 1 - Printed)

(Witness No. 2 - Signature)

(Witness No. 2 - Printed)

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____,
20____, by _____, of _____ a
_____ Corporation, on behalf of the Corporation, who is personally known to me
or who has produced _____ as identification; and who
acknowledged that he/she executed this covenant freely and voluntarily for the purposes therein
expressed.

Print/Type Name: _____
Notary Public in and for the County and State
last aforesaid.
My Commission Expires: _____
Serial No., if any: _____