

**Prepared by:
Volusia County
123 W. Indiana Ave
DeLand, Florida 32720**

Mailing address as reflected in the Property Card (see block 2 on Property Card).

Name of owner(s) as reflected in the last deed of record) (see block 1 on Property Card and refer to "Sales" section).

Month

Year

TEMPORARY WORK AREA EASEMENT

Day

This Temporary Work Area Easement (hereafter, the "Easement") made this ____ day of _____, 202____, between _____, whose address is _____, hereinafter referred to as "Grantor" and **COUNTY OF VOLUSIA**, a political subdivision of the State of Florida, whose address is 123 W. Indiana Ave., DeLand, Florida 32720, hereinafter referred to as the "Grantee".

1. Grant of Temporary Easement. Now therefore, in consideration of coastal management and storm response on the dune and beach portion of the land described in Schedule "A", and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor does hereby bargain, convey, and grant for use by Grantee, its representatives, agents, contractors, and assigns, including the United States Army Corps of Engineers and its contractors, the following easement:

(Insert Short Legal)

Completed by Volusia County

A temporary easement and right-of-way in, on, over and across (the land described in Schedule A) for a period not to exceed 2 years, beginning with date possession of the land is granted to Volusia County , for use by Volusia County , its representatives, agents, and contractors as a (work area), including the right to deposit fill and spoil material thereon, move, store and remove equipment and supplies, and erect and remove temporary structures on the land and to perform any other work necessary and incident to the construction of the Ponce Inlet Dredge and On-Beach Stockpile Project, together with the right to trim, cut, fell and remove therefrom all trees, underbrush, obstructions, and any other vegetation, structures, or obstacles within the limits of the right of way; ; reserving, however, to the landowners, their heirs and assigns, all such rights and privileges as may be used without interfering with or abridging the rights and easement hereby acquired; subject, however, to existing easements for public roads and highways, public utilities, railroads and pipelines.

2. Term of Temporary Easement; Expiration. This easement shall commence on March 1, 2024, and shall automatically expire twenty-four (24) months from March 1, 2024, without further action by the Grantor or Grantee.

3. Grantor Indemnification and Release; Sovereign Immunity. Grantor waives any actual or future claim against Grantee related directly or indirectly to the work performed by Grantee under this Easement. Grantee expressly retains all rights, benefits, and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes.

4. No Abandonment of Customary Use. Nothing in this easement shall constitute a waiver, modification or abandonment of any rights based on Customary Use held by the public. Nor shall this Easement constitute a waiver or abandonment of any other right, easement, dedication, or ownership held by the public.

IN WITNESS WHEREOF, Grantor has executed this easement by their duly authorized representatives as set forth below.

SIGNED, SEALED AND DELIVERED

IN THE PRESENCE OF: (Two Witnesses as
Required by Florida Law)



Your Notary can ALSO serve as
one of the two required witnesses.

Signature of witness 1

Signature of Grantor

Name/address of witness 1

Printed name of Grantor

Signature of witness 2

Signature of Grantor 2 (if applicable)

Names/address of witness 2

Printed name of Grantor 2 (if applicable)

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____ 2023,
by Printed name of Affiant(s), by means of ☐ physical presence or ☐ online
notarization, who is personally known to me or who has produced a driver's license as
identification.

SEAL:

Notary Public

Step-by-Step Instructions on How to Fill-Out the Easement

- 1 ☐ Insert the date the form is being filled out. Enter the name of the property owner. This should match the last deed of record. This information can be obtained from the property Appraiser website: [Volusia County Property Appraiser's Office \(vcgov.org\)](http://vcgov.org) under the "Sales" section.
 - * If the owner is a corporation, indicate the state under which it is organized and authorized to conduct business.
 - * A Corporate signatory is the President, attested by the Secretary. Otherwise a Board Resolution must be drafted authorizing another person to execute documents on behalf of the corporation.
 - * If an LLC, a managing member is the signatory.
 - * information can be found at the Secretary of State's Business Registration Page (Sunbiz): [Search for Corporations, Limited Liability Companies, Limited Partnerships, and Trademarks by Name \(sunbiz.org\)](http://sunbiz.org).
- 2 ☐ Insert the owner's mailing address as reflected in the property card (see Property Card example attached).
- 3 ☐ Have the grantor signature witnessed by two individuals. In most states, the notary can also witness the signature. (Check with the state in which the document is being executed).

You may send an electronic copy to the Right-of-Way sminchew@volusia.org for review prior to taking the step below.
- 4 ☐ The notary will fill out the notarial block, seal and sign the document.

Congratulations! Now you may send the completed documents to:

Volusia County Public Works
Attention Shannon Minchew
123 W. Indiana Ave., Room 402
DeLand, FL 32720

Property Card



Volusia County Property
Appraiser

123 W. Indiana Ave., Rm.
102 DeLand, FL.
32720

Phone: (386) 736-5901 Web: vcpa.vcgov.org

AltKey: 0000 000

John Hancock

Alternate Key:

Parcel ID: 000000000000

Township-Range-Section:

Subdivision-Block-Lot: 00 - 00 - 0000

Owner(s): **1** → John Hancock - TIC - Tenancy in Common - 50%
Jane Hancock - TIC - Tenancy in Common - 50%

Mailing Address on File: **2** → 0000 PAW LAKE RD
Newtown, FL 32180

Physical Address:

Property Use:

Tax District:

2023 Final Millage Rate:

Neighborhood:

Business Name:

Subdivision Name:

Homestead Property:

Selecting "Sales" will take you to the Last Deed of
Record for Property Owner information.

Values & Exemptions

Land & Buildings

Sales

Legal

Frequently Asked Questions and Answers

- **What is an Easement?**
 - An easement is a legal document executed by the property owner referred to as “Grantor” to another party called “Grantee”. In this case, it grants to the County of Volusia (grantee), its agents, contractors, etc. the right to enter the property and perform the work as specified in the document. This easement is temporary because it has a clearly defined life span.
- **Why do I need to grant an Easement to the County?**
 - Without your authorization, the County of Volusia, its agents, or contractors cannot enter your property. The Easement will provide the necessary legal rights to access your property and perform the prescribed work.
- **How long will the Easement be in effect?**
 - The Easement will be in effect for two years, starting March 1, 2024.
- **Do I need to pay for the services?**
 - No, this service is provided at no costs to you. The County has received state and federal funding.
- **How can I get assistance filling out the Easement?**
 - The Public Works Right-of-Way Office at 386-736-5967
 - The Public Works Coastal Division at 386-248-8072
- **Where do I get the information required to fill out the Easement?**
 - The County Property Appraiser’s site is a good starting point [Real Property Search | Volusia County Property Appraiser's Office \(vcgov.org\)](#)
 - Laura E. Roth Clerk of the Circuit Court, Volusia County, Florida [Clerk.org](#)

o **Can I e-mail the Easement upon completion?**

- The Easement will be recorded in the public records. As such, the owner's original signature is required. You may, however, e-mail us a copy to ensure that the document is properly filled out prior to sending the original. The staff will advise you if correction is necessary.

Important Notes:

- The owner of the property is the entity listed in the last deed of record which can be found at the County of Volusia [Clerk's](#) site or by clicking on the most recent sale found at the Property Appraiser's site: [Real Property Search | Volusia County Property Appraiser's Office \(vcgov.org\)](#). Remember "Grantor" name is the current owner, which must be inserted in [Block 1] of the Easement.
- The Easement must be filled out completely. Grantor's signature must be witnessed by two individuals. In most states, the notary can also serve as one of the two witnesses. Check with your state for notarial requirements.