## Section 10

## STANDARD FORMS AND TEMPLATES

This section contains information about standard forms and templates that may be necessary in order to convey easements or provide bonding to the City.

# City of Altamonte Springs Developer's Guide

# TABLE OF CONTENTS.
# SECTION 10. STANDARD FORMS AND TEMPLATES.

**SECTION NARRATIVE.**

10.1 Standard Forms and Templates. . . . . Page 10.3

**FORMS AND TEMPLATES.**

1. Performance Bond.
2. Escrow Agreement and Performance Bond.
3. Maintenance Bond.
4. Escrow Agreement and Maintenance Bond (w/ Escrow Agent).
5. Escrow Agreement and Maintenance Bond (w/o Escrow Agent).
6. Bill of Sale, Absolute.
7. Easement.
8. Meter Easement.
9. Sidewalk Easement.

# SECTION 10. STANDARD FORMS AND TEMPLATES.

***For additional info on this subject, contact Public Works/Administration at 407.571.8332.***

## 10.1 STANDARD FORMS.

The standard forms provided in this section have been reviewed and approved by the City's legal counsel for use and reliance by the City. Deviation from the standard language provided herein, other than language modified by the City, shall require review and approval by the City's legal counsel, and may result in additional time required for City review and approval of a Certificate of Completion or Certificate of Occupancy.

The revision date appears at the bottom left corner of each form. Contact Victoria Bogle of Public Works/Administration at 407.571.8332 to verify that you have the latest revision.

The standard forms in this section have been reviewed by Public Works and the City Attorney and are not to be modified without prior approval from both Public Works and the City Attorney.

All easement documents, exclusive of those recorded by plat, are to be submitted for review by the City Engineer or Victoria Bogle, the City's Utility Coordinator, as his designee. This document must include an easement description accompanied by a sketch of description prepared on 8-1/2" x 11" paper at a legible scale suitable for recording. Text height shall be a minimum of one-tenth inch (1/10"). Said descriptions and sketches must be prepared by a registered or professional land surveyor licensed in the State of Florida. Documents prepared by the surveyor must be signed and sealed.