



City of South Pasadena

Unity of Title Instructions

The City of South Pasadena may require a Unity of Title when necessary to ensure that two (2) or more parcels are considered a single unified building site for purposes of development, zoning compliance, permitting, floodplain management, site development, and other applicable requirements of the City Code. The Unity of Title serves as a covenant running with the land and may be required as part of the City's review of development applications, permits, site plans, variances, subdivision approvals, and other land development activities.

Required Supporting Documentation

The following application materials shall be submitted to the Community Improvement Department as part of a complete Unity of Title application. Applications determined to be incomplete may be returned without review until all required information and documentation has been provided.

1. **Current Property Survey.**
2. **Copy of the Recorded Plat.**
3. **Recorded Warranty Deed(s).**
4. **Letter of Intent (LOI) describing the purpose of the request and any associated development, permit application, zoning approval, site plan, variance, subdivision, building site determination, or other land development activity.**
5. **Title Search and/or Opinion of Title.**
6. **Legal Descriptions, Property Addresses, and Parcel Identification Number(s) for all affected parcels.**
7. **Corporate, Partnership, Trust, or Limited Liability Company (LLC) documentation, if applicable.**
8. **Mortgagee, Lienholder, or Secured Party documentation, if applicable.**
9. **Copies of all recorded covenants, easements, development agreements, variances, declarations, Unity of Title agreements, or other recorded instruments affecting the subject property.**
10. **Any additional information or documentation requested by the Community Improvement Department that is reasonably necessary to verify ownership, legal authority, existing encumbrances, or compliance with applicable provisions of the City Code.**

Application Fee

A **non-refundable application fee of \$75.00** shall accompany each Unity of Title application submitted to the Community Improvement Department. Applications submitted without the required fee shall be considered incomplete and will not be accepted for processing

Completing the Unity of Title

- Complete the Unity of Title in its entirety.
- Documents shall be typed or printed legibly. Illegible, incomplete, or altered documents may be returned without review.
- Complete the preparer's information on the first page.
- Illegible or incomplete documents may be returned for correction.

Property Information

- For each parcel include:
- Parcel Identification Number
- Property Address
- Complete Legal Description

The legal descriptions for all parcels shall also be attached as **Exhibit "A."** The legal descriptions must exactly match the recorded property records.

Property Owner Signatures

- All owners of record shall execute the Unity of Title.
- If ownership is vested in a corporation, partnership, trust, limited liability company (LLC), or other legal entity, the document shall be executed by an authorized representative.
- Documentation demonstrating signing authority may be required.

Witnesses

Florida law requires two (2) witnesses for each individual executing the document. Each witness shall:

- Sign the document.
- Print his or her name.
- Provide an address.

Notarization

The owner's signature(s) must be acknowledged before a Florida Notary Public. Verifying that:

- The notarial certificate is fully completed.
- The owner's name(s) are correctly identified.
- The acknowledgment indicates physical presence or online notarization.
- The notary signature, seal, and commission expiration date are included.

Mortgagees and Other Secured Parties

If the property is subject to a mortgage, lien, or other security interest, the City may require execution of a joinder, consent, or subordination agreement by the mortgagee, lienholder, or secured party prior to approval.

City Review

The Community Improvement Department will review the submitted documents for completeness and compliance with applicable City requirements. The Unity of Title must be approved as to form and legal sufficiency by the City Attorney prior to recording.

Recording Requirements

Following City approval:

- The owner shall record the Unity of Title in the Official Records of the Pinellas County Clerk.
- Recording shall occur within ten (10) days of acceptance by the City.
- A recorded copy shall be provided to the Community Improvement Department within thirty (30) days after recording.

No building permit associated with the property will be issued until evidence of recording has been provided to the City.

Applicable City Code References

The review and administration of Unity of Title requests may involve, as applicable:

- Chapter 83 Building Construction and Uniform Codes
- Chapter 108 Floodplain Management
- Chapter 130 Land Development Regulations, including Site Plan Review, Development Standards, Administration, and Enforcement