



PROCEDURE FOR HOLD HARMLESS AND INDEMNITY AGREEMENT

The procedures listed below shall be followed when an applicant wishes to start construction or begin occupation prior to the prerequisite development approvals being issued:

1. The prospective Owner and Tenant shall open up a cost recovery account.
2. The prospective Owner and Tenant fill out and sign the Hold Harmless and Indemnity Agreement attached to this Procedures Memorandum as Exhibit "A" and submit to the City a copy of:
 - a. The last tax bill showing the tax folio number,
 - b. A copy of the last recorded deed showing the title of the Premises in the name of the Owner,
 - c. And a copy of the Lease identifying the Tenant (the rental information may be blacked out).
3. The original completed Exhibit "1" form, and a copy of the Deed and the Lease shall be sent to the Legal Department for review and approval.
4. The Legal Department shall approve the Exhibit "1" form for proper execution without any review of the title to the Premises.
5. The Planning, Zoning & Economic Development Department shall prepare any staff report it wishes considered for approval by the appropriate entity (see below) to allow the persons to proceed at their own risk.
6. The Planning, Zoning & Economic Development staff takes matter and any accompanying staff report to City Council to approve allowing the person to proceed at their own risk if City Council is the appropriate entity to approve the development application. If staff or a board or committee is the one to issue the final development approvals, then allowing the persons to proceed at their own risk must be approved by such staff, board or committee, or in lieu thereof, the City Council.
7. One the City Council, Staff, board or committee approves the proceeding at own risk, the Exhibit "1" form should go to the City Clerk who should record same in the public records of Broward County.

8. Once all required Development Approvals have been obtained, the Director of Planning, Zoning & Economic Development executes a Notice (Exhibit “2” to this Procedures Memorandum) that prerequisite Development Approvals have been obtained, and gives it to the City Clerk to record in the public records of Broward County, Florida.
9. The cost recovery account may then be closed once all time and recording charges are cleared and paid.