

**BCC MEETING DOCUMENT PROCESSING INSTRUCTIONS**

County Departments presenting documents for BCC approval and Commission Minutes processing must complete and attach this instruction form to each fully executed original document.

Please Note: One form can be used for separate documents if they are associated with the same agenda item. (For example, a Resolution and an Easement related to the same Real Estate Services agenda item can be submitted using one instruction form).

For assistance in completing this form, please contact Commission Minutes Division at 743-1403.

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Originating Department: CHNEP Name: Jennifer Hecker

Contact Phone, Ext. #: (941) 833-6583 Email: jhecker@chnep.org

Return to: (If different from Originator) \_\_\_\_\_

Type of Document: ILA-Char. Co/CHNEP&Town of Ft Myers Bea # of Pages: 7 Agenda # \_\_\_\_\_

Type of Document: \_\_\_\_\_ # of Pages: \_\_\_\_\_ Agenda # Same as above

\*Standard RECORDING Process?

YES  (Agreement, Grant, Ordinance, or Resolution – see description below\*).

NO  (Other - Please provide detailed instructions)

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\*The following are standard processes to be followed unless otherwise indicated by originator: Agreement: If fully executed and pertains to land or money, Agreement is attested to and recorded with the Clerk of the Court. If unexecuted, the document is attested to and returned to the originator for further signatures, and thereafter sent back to Commission Minutes for recordation.

Grant: If unexecuted, the document is attested to and returned to the originator for further signatures. Once fully executed, the original is returned to Commission Minutes if recordation is requested. If recordation is not requested, a copy must be provided to Commission Minutes.

Resolution: If fully executed and pertains to land or money, Resolution is attested to and recorded with the Clerk of the Court. If unexecuted, the document is attested to and returned to the originator for further signatures, and thereafter sent back to Commission Minutes for recordation.

Ordinance: The fully executed document is attested to, and is then immediately filed electronically with the State. Once certified by the State, the document is returned to Commission Minutes and is recorded with the Clerk of the Court. The recorded document is provided electronically to *Municode*.

Effective Date: July, 2014 | Revised February, 2017