



Orange County Government

Orange County
Administration Center
201 S Rosalind Ave.
Orlando, FL 32801-1393

Legislation Text

File #: 26-0067, **Version:** 1

Interoffice Memorandum

DATE: December 22, 2025

TO: Mayor Jerry L. Demings and County Commissioners

THROUGH: Luciana Mino, Assistant Manager

FROM: Elizabeth Price Jackson, Senior Title Examiner

CONTACT: Faye Lee, Administrative Assistant

PHONE: 407-836-7097

DIVISION: Real Estate Management Division

ACTION REQUESTED:

Approval and execution of Resolution of the Orange County Board of County Commissioners regarding the acceptance of the East Orlando Gateway Annex Subdivision Plat including rights-of-way and drainage easements and authorization to disburse funds to pay recording fees for Shepard Canal - East Orlando Gateway Annex. District 5. **(Real Estate Management Division)**

PROJECT: Shepard Canal - East Orlando Gateway Annex

PURPOSE: To provide for the acceptance of an unrecorded plat and allow for access, operation, and maintenance of roadway and drainage facilities.

ITEM: Resolution

BUDGET: 1002-072-2906-6110

REVENUE: N/A

FUNDS: \$27 payable to Orange County Comptroller (recording fees)

APPROVALS:

Real Estate Management Division
County Attorney's Office
Public Works Department

REMARKS: In 1962, the unrecorded plat of East Orlando Gateway Annex was filed with the Orange County Property Appraiser's Office and a copy filed in the public records as a miscellaneous unrecorded plat. The County has maintained the roads and drainage easements since that time. This resolution confirms that County has accepted this plat for dedication and declares said land to be a part of Orange County's road systems.

REAL ESTATE MANAGEMENT REQUEST FOR FUNDS (RFF)

Project Name: Shepard Canal

Date: December 1, 2025

Parcel #s: N/A

District #: 5

Approval: BCC



Type of Transaction: N/A

Advance Payment Requested

Total Amount: \$ 27.00

PAYABLE TO:

Charge to Account: 1002-072-2906-6110

Orange County Comptroller

Choose Controlling Agency

Total: \$27.00 (recording fees)

PW Roads & Drainage Division

Controlling Agency's Approval Signature:

George Shupp Project Manager

Print Name and Title

George Shupp 12/1/25
Signature (must be wet ink) Date

Controlling Agency's Fiscal Approval Signature:

Pat Davis Financial Administrator
Print Name and Title

Pat Davis 12-2-25
Signature (must be wet ink) Date

Form Prepared by:

Elizabeth Price Jackson

407-836-7099 Elizabeth.Jackson@ocfl.net

SPECIAL INSTRUCTIONS

Hold check for REM to pick-up. DO NOT MAIL.

Please email Geoffrey.Lee@ocfl.net and Faye.Lee@ocfl.net when the check is ready for pick-up.

REAL ESTATE MANAGEMENT APPROVAL

Luciana Mino 12-18-25
Luciana Mino, Assistant Manager Date

BCC APPROVAL

Heidi Ry JAN 13 2026
Deputy Clerk of the Board Signature Date

ORDINANCE Stamp

BCC Stamp

APPROVED
BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS
JAN 13 2026

Real Estate Management Division Use Only Routing Checklist Approval Dates

Agency _____ REM Mgmt. _____ BCC ☒ Finance _____