

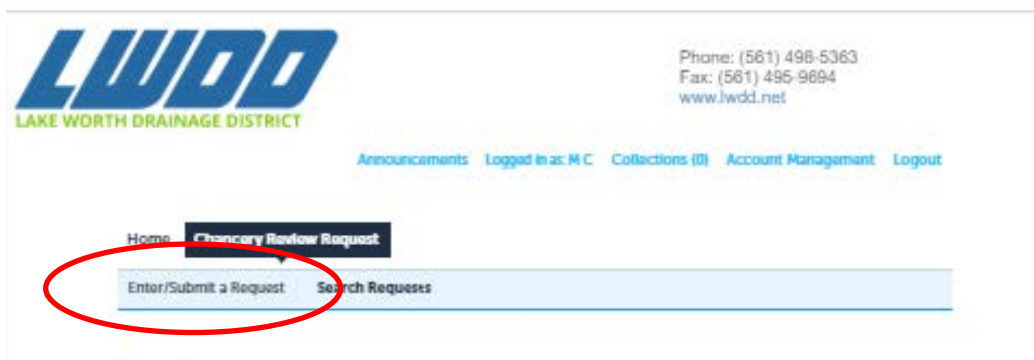
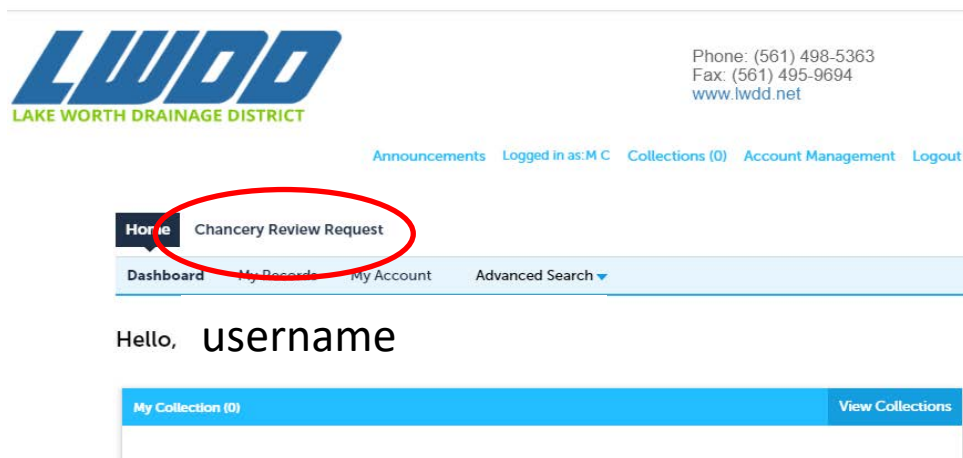
## How To: Request a Chancery Review on the Lake Worth Drainage District Citizen Portal

You may request a Lake Worth Drainage District (LWDD) review of a property that may be affected by the LWDD Chancery Case 407 recorded in OR Book 6495 PG 761-1564, Public Records of Palm Beach County, Florida, through the LWDD Citizen Portal.

You can access the LWDD Citizen Portal from the [lwdd.net](http://lwdd.net) Home page. On the [lwdd.net](http://lwdd.net) Home page, under Resources click on the LWDD Citizen Portal. Once on the Citizen Portal Home page, you can make a Chancery Review Request.

You must have an Account to make a Chancery Review Request. Registering for an account is quick and easy. You can refer to the How To: Register for an Account for guidance on this process. However, if you already have an account, log in and follow the steps below to make a Chancery Review Request.

Once you have logged into the LWDD Citizen Portal, click on Chancery Review Request from the portal home page, then click on Enter/Submit a Request.



# Lake Worth Drainage District Citizen Portal

On the Chancery Review Request Online Request page, you will find information on:

- Chancery Case 407, and
- Helpful links to the LWDD's GIS Mapping Portal, and
- Instructions on how to use the map.

To submit a Chancery Review Request:

- Check the I have read and Accepted the above terms box, and
- Click Continue Request

There are 3 steps to the Chancery Review Request:

Step 1 – Enter Applicant information. Responses will be sent to the Applicant. To set the account holder as the Applicant click Select from Account, or to add a new contact click Add New, complete the form and click Continue. Click Submit Request to enter Property, and Additional Information, and Attach any necessary documents.

To attach documents click Add, then in the File Upload window click Add, select your file. When you see your file is 100% uploaded click continue, then Save. As each section is completed, you click Submit Request to go to the next screen. Hint: In the Property Information, if you enter the Parcel Number first and click Search the address and owner fields should populate. You must enter the legal description.

Step 2 – Review the information that you submitted. Remember all fields with a red \* are required. After you have reviewed the information and confirmed that you uploaded any necessary documents, click Submit Request.

Step 3 –Request Submitted. You should see a note stating that Your request has been successfully submitted and a Record Number in the form of CH-YY-XXXX. You will need the Record Number to check the status of your request.

Throughout Steps 1 and 2 you have the option to save what you have entered and resume the request later by clicking the Save and Resume Later button.

After a request is submitted, you can view your records by logging into the Portal. Work you have in progress (saved/prior to submittal) will display on the Dashboard and the status of your request(s) will display in My Records.

Home Chancery Review Request

Enter/Submit a Request Search Requests

**Online Request**

Welcome to LWDD's Online Citizen Portal. Using this system you can submit requests and update information, track the status of your request, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your request.

**Information on Chancery Case 407**  
For more information on the Lake Worth Drainage District Chancery Case 407, click [here](#).

**What is a Chancery Review?**  
When a request for Chancery Review is made, District staff will conduct a desktop review of the subject property (one property per request) to determine if it is affected by the Lake Worth Drainage District Chancery Case 407 recorded in OR Book 6495 PG 761-1564 Public Records of Palm Beach County, Florida. If the subject property is affected by Chancery Case 407, additional action is required to release the property.

**How can I check to see if I need to request a Chancery Review?**  
You can use the Lake Worth Drainage District GIS Mapping Portal to see if the subject property will need a Chancery Review. Click [here](#) to view the District's Chancery Review on the Mapping Portal. Instructions on how to use the map can be found [here](#).

To request a Chancery Review, please accept the terms and conditions and click on the Continue Request button to enter information to submit your request.

**Online Chancery Request Submission**  
By electing to submit this request electronically, you agree to the following terms and conditions for conducting such electronic transactions.

**Required Information**  
All required fields of the application must be filled in to submit an electronic request. A separate request must be submitted for each Property Control (Folio) Number.

☐ I have read and accepted the above terms.

[Continue Request»](#)