Application Number _____

Plat Submission Requirements Checklist

Plat Name: _____

Completed Application Form	
☐	If proposing a residential development, an accepted Public School Impact Application must be received by our office from the School Board.
☐	Current (within 6 months) receipt or letter from the appropriate municipality verifying that a plat application has been filed.
☐	A valid pre-application approval letter from the Florida Department of Transportation, if applicable.
☐	Property Tax Notice.
☐	Opinion of Title or Title Certificate.
☐	Adjacent Right-of-Way Report.
☐	Other items listed on the plat application as required documentation:

Survey	
☐	3 copies.
☐	Current (field work within 6 months).
☐	Signed and sealed.
☐	Shows the location of all existing structures, paved areas, and easements on the property.
☐	Shows existing roadway details adjacent to the property.

Site Plan or Conceptual Access Plan	
☐	3 copies.
☐	Scale no smaller than 1” = 100’.
☐	The location of the centerline of all proposed access locations on all public rights-of-way abutting the plat.
☐	Number and direction of lanes proposed for each driveway or roadway access location.

Plat
☐ 3 copies.
☐ Overall size 24” X 36”.
☐ Scale (1”= 20’, 30’, 40’, 50’, 60’, 80’, or 100’).
☐ Subdivision name on all pages.
☐ Location sketch depicting two (2) major streets.
☐ North arrow.
☐ Adjacent recorded plats with plat book and page number.
☐ Legal description same as survey.
☐ Existing easements and rights-of-way within plat limits with instruments.
☐ Existing streets and alleys adjacent to the plat with name and width.
☐ Plat limits denoted with a heavy line.
☐ Two (2) independent land ties to a section corner or one (1) land tie to a section corner and one (1) land tie to a recorded subdivision.
☐ Space for plat book and page number on the upper right corner (all pages).
☐ Space for MP or UP project number on the lower right corner (all pages).
☐ Notes and legend on all drawing pages.
☐ Square footage for each parcel, lot, and/or tract.
Signature blocks: ☐ Mayor of the County Commission. ☐ County Administrator. ☐ Highway Construction and Engineering Division. ☐ Planning Council. ☐ Resilient Environment Department. ☐ Municipality. ☐ Dedication and Acknowledgement. ☐ Mortgagee & Acknowledgment, if appropriate. ☐ Registered Land Surveyor.

PDF copy of all documents
☐ CD, flash drive, etc.

Reviewed By: _____ **Date:** _____