

## Final Plat Application Sufficiency Checklist

### § 4.1.4.1.2.2.3, DRPM

Items listed under Part A of this check list are required for a sufficient application submittal. Applications will not be accepted if all required Part A items are not included with the initial submittal package. All application items are to be submitted unless the Engineer of Record (EOR) indicates they are not applicable. Not applicable items must be denoted as "NA" accordingly. Any item that is not initialed or shown as "NA" will be considered missing. Items listed under Part B are required for review of a project. If one of the Part B items is missing, the application will be considered insufficient and the review will be stopped, the application marked insufficient and the review time will be restarted once the missing item(s) have been submitted.

Staff Initials	EOR's Initials	PART A: Required Initial Submittal Items
		Fee Payment
		Application
		Transmittal Letter that clearly describes project scope
		Owner Affidavit
		Certification of Complete Submittal
		Title Opinion – of an attorney at law licensed in FL or a certification by an abstractor or a title company not more than 60 days old
		Electric Utility Transmission Letter of Acknowledgment – if applicable
		Revised Master Landscaping Plan – if changes to block & lot numbering
		Supplemental Information Required When Platting Prior to Construction
		Final Plat – 4 sets
		Copies of Following Items:
		Boundary closure sheet
		Control traverse/GPS reductions
		Survey certificate from the Surveyor and Mapper of Record stating all PRMs, PCPs and Lot Corners, have been set.
		2 Copies of a current certified boundary survey
		*PDF Copy of all Plans and Paperwork on CD or Flashdrive*

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Signature of Person Submitting Application/Date



Staff Initials	EOR's Initials	PART B: Information Required on Final Plat
		Subdividers' Agreement for Construction Improvement Facilities
		Performance Bond
		Warranty Bond – if improvement facilities will be accepted administratively instead of going to BOCC a second time
		Copy of the plat, on computer disc, in AutoCAD format or DXF file
		Sheet Sizes – 18 inches x 24 inches
		Case Letter Size – per Chapter 177, F.S.
		Legend
		Bearings – based on FL State Plane Coordinate System, NAD 83, in feet, latest adjustment
		Coordinates – based on FL State Plane Coordinate System, NAD 83, in feet, latest adjustments
		Benchmarks – a minimum of two per plat or one per half mile of roadways, whichever is greater
		Shall be metal disk installed in catch basins, curb, or other concrete structures within public areas
		Shall be tied to NAVD 88, with minimum of third order accuracy
		County Surveyor shall maintain the benchmark record
		Conservation and/or preservation areas designated
		Wetland Conservation (30') and/or Preservation (50') Area Setback line designated
		Dedication and approval language
		Plat Approval Statement
		Conservation Preservation Areas
		Surveyor's Certification
		Rear Yard Swales – with required statement
		Drainage Easements – with required statement
		Utility Easements – with required statement