

Highlands County Engineering Department
Final Plat Checklist

Development Name: _____

Date Received: _____

Submitted By: _____

Due Out: _____

Y N E N / S O A	Y N E N / S O A
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 1. Final plat agrees with the approved preliminary plat and improvement plan? 12.04.112	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 17. Date of preparation? 12.04.102, B-2
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2. Fee attached? 12.04.101, H Receipt No. _____ Amount \$ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 18. Statement, "Notice: There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county." placed in a prominent place on the first sheet? 12.04.112, C-14
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 3. Complies with requirements of Chapter 177, F.S.? 12.04.112, C-6	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 19. All lettering reads from the bottom of the sheet or from the right side of the sheet? 12.04.112, C-15
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 4. Nine (9) copies submitted? 12.04.112, A	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 20. Letters or numbers at least one-tenth of an inch in height and bold enough to remain clearly legible after reduction? 12.04.112, C-16
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 5. Sheet size 24" X 36" with ½" margins, and left binding side with 3" margin? 12.04.112, C-6	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 21. Index sheet showing the entire development as well as the sheet layout, if more than one sheet? 12.04.112, C-19
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 6. Scale: no smaller than 1"=100'? 12.04.112, C-6 (a)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 22. Each sheet shows the particular number of that sheet and the total number of sheets including clearly labeled match lines showing where other sheets match or adjoin? 12.04.112, C-19
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 7. North arrow? F.S. 177.091 (6)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 23. "Limit of Plat" shown on all legs of boundary?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 8. Required acknowledgements and dedications, notifications, notes, and declarations on the first sheet (extended to following sheets if necessary) with each signature witnessed by two witnesses (see Appendix D of this article for examples)? 12.04.112, C-6	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 24. Dedications shown? 12.04.112, C-6 (c) & 12.04.112, C-7
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 9. Mortgagee's consent and approval on the first sheet? 12.04.112, C-8	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 25. Subdivision name not the same as any other name appearing on any recorded plat? 12.04.112, D-1
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 10. Certification of the professional land surveyor? 12.04.112, C-9	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 26. For subdivision as additional unit or section by the same developer or his successor in title, every subdivision's name includes the words "section", "unit", "replat", "amended", and the like? 12.04.112, D-1
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 11. Signature blocks for officials? 12.04.112, C-10	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 27. Name of subdivision, County, State, Section, Township and Range indicated on every sheet? 12.04.112, D-1
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 12. Private ownership statement? 12.04.112, C-12	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 28. All lots numbered either by progressive numbers, or if in blocks, progressively numbered or lettered except that blocks in numbered additions bearing the same name may be numbered consecutively throughout several additions? 12.04.112, D-2
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 13. Metes and bounds description/legal description (property boundaries with line dimensions, bearings and curve data)? 12.04.112, C-17	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 29. All interior excluded parcels clearly indicated and labeled "NOT PART OF THIS PLAT"? 12.04.112, D-3
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 14. STRAP description (reference to section, township and range, including subdivision name, block #s and lot or parcel #s)? 12.04.102, C-1 (c)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 30. All contiguous properties identified by subdivision title, plat book, and page, or designated as unplatted? 12.04.112, D-4
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 15. A site location map inset on the first sheet to indicate the location of the project relative to surrounding area and including at least the nearest arterial or collector roadway? 12.04.112, C-18	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 16. Statement designating the type of water and sewer facilities (including the owners' names) placed on the first sheet? 12.04.112, C-13	

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 31. If a resubdivision of a part of a previously recorded subdivision, sufficient ties shown to controlling lines appearing on the earlier plat to permit an overlay to be made? 12.04.112, D-4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 32. All abutting existing easements and rights-of-way indicated? 12.04.112, D-4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 33. Abutting existing rights-of-way indicated to the center line? 12.04.112, D-4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 34. Restrictions pertaining to type and use noted on the plat? 12.04.112, D-5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 35. Every conservation easement shown, and all restrictions and special conditions noted on the plat? 12.04.112, D-6 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 36. Every on-site drainage easement and retention/detention area utilized in the stormwater system design labeled "DRAINAGE EASEMENT"? 12.04.112, D-7 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 37. If no frontage on a County, State or city maintained road, a right-of-way connecting to such road either shown on the plat or dedicated by separate instrument? 12.04.112, D-8 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 38. For an off-site easement or road right-of-way to be utilized in the project design, a document that dedicates the easement provided for simultaneous recording? 12.04.112, D-9	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 39. All streets and their facilities dedicated appropriately, clearly indicating ownership and maintenance responsibility? 12.04.112, D-10 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 40. All manmade lakes, ponds, and other manmade bodies of water excluding retention/detention areas shown on the final plat made a part of adjacent private lot(s)? 12.04.112, D-11 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 41. At least two PRMs referenced to the Florida State Plane Coordinate System? 12.04.112, D-12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 42. The datum specified? 12.04.112, D-12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 43. Meander lines including bearings and distances shown? 12.04.112, D-13 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 44. Lots bounded on any side by lakes or streams have a survey line along the ordinary high water line? 12.04.112, D-14 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 45. Improvement agreement provided? 12.04.114 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 46. Legend explaining symbols, abbreviations, etc.? 12.04.102, C-1 (i) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 47. Sufficient survey data to describe each lot, block, street, easement, etc.? 12.04.112, C-6 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 48. Lot lines with accurate dimensions? 12.04.112, C-6
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Specific Requirements: _____

RECOMMENDED FOR:

APPROVAL

 DATE: _____

CONDITIONAL APPROVAL

 DATE: _____

REQUEST FOR ADDITIONAL INFORMATION

 DATE: _____

DENIAL

 DATE: _____