

**Highlands County Engineering Department**  
**Preliminary Plat Checklist**

Development Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Due Out: \_\_\_\_\_

| Y<br>E N /<br>S O A                               |  | Y<br>E N /<br>S O A                               |   |
|---|--|---|---|
| <input type="checkbox"/> <input type="checkbox"/> | 1. Acceptance of application for final development order?<br>12.04.101, K  | <input type="checkbox"/> <input type="checkbox"/> | 20. Permitted land use according to Future Land Use Map?<br>12.04.102, C-1 (g)  |
| <input type="checkbox"/> <input type="checkbox"/> | 2. Fee attached? 12.04.101, H<br>Receipt No. _____ Amount \$ _____   | <input type="checkbox"/> <input type="checkbox"/> | 21. Existing land use and zoning classification of all abutting<br>property, including names and addresses of the owners?<br>12.04.102, C-2 (e)                               |
| <input type="checkbox"/> <input type="checkbox"/> | 3. Nine (9) blueline or black line copies submitted?<br>12.04.102, A-3 & 12.04.111 A   | <input type="checkbox"/> <input type="checkbox"/> | 22. "Limit of Plat" shown on all legs of boundary?  |
| <input type="checkbox"/> <input type="checkbox"/> | 4. Sheet size 24" X 36" with 2" margins, and left binding side<br>with 2" margin? 12.04.102, A-1   | <input type="checkbox"/> <input type="checkbox"/> | 23. List of State and federal permits required?<br>12.04.102, C-1 (h)   |
| <input type="checkbox"/> <input type="checkbox"/> | 5. Scale: no smaller than 1"=100'? 12.04.102, A-4  | <input type="checkbox"/> <input type="checkbox"/> | 24. Legend explaining symbols, abbreviations, etc.?<br>12.04.102, C-1 (i)   |
| <input type="checkbox"/> <input type="checkbox"/> | 6. North arrow (north to top of sheet where feasible)?<br>12.04.102, A-5   | <input type="checkbox"/> <input type="checkbox"/> | 25. Existing easements and rights-of-way (widths, dimensions,<br>curve data, type, etc.)? 12.04.102, C-2 (b)  |
| <input type="checkbox"/> <input type="checkbox"/> | 7. Sheet # and total number of sheets indicated on each sheet?<br>12.04.102, A-2   | <input type="checkbox"/> <input type="checkbox"/> | 26. Lands to be dedicated or reserved for all public and private<br>uses, including rights-of-way, easements, special<br>reservations, etc.? 12.04.111, B-3 (a)               |
| <input type="checkbox"/> <input type="checkbox"/> | 8. Each sheet signed and sealed by a Florida registered engineer<br>or a Florida professional surveyor and mapper?<br>12.04.111, A   | <input type="checkbox"/> <input type="checkbox"/> | 27. Location and amount of areas devoted to all existing and<br>proposed land uses including open space, residential and<br>commercial? 12.04.111, B-3 (a)                    |
| <input type="checkbox"/> <input type="checkbox"/> | 9. Front or cover sheet shows the subdivision name preceded by<br>the words "Preliminary Plat of" & address of development<br>(does not duplicate the name of any other recorded<br>development in Highlands County)? 12.04.111, B-1 | <input type="checkbox"/> <input type="checkbox"/> | 28. Minimum lot area in square feet provided?<br>12.04.111, B-2 (d)   |
| <input type="checkbox"/> <input type="checkbox"/> | 10. Date of preparation? 12.04.102, B-2  | <input type="checkbox"/> <input type="checkbox"/> | 29. Any unusable land due to deed restrictions or other legally<br>enforceable limitations? 12.04.102, C-2 (c)  |
| <input type="checkbox"/> <input type="checkbox"/> | 11. Owner's name, address & telephone number? 12.04.102, B-3   | <input type="checkbox"/> <input type="checkbox"/> | 30. Location of all conservation areas or easements?<br>12.04.111, B-3 (b)  |
| <input type="checkbox"/> <input type="checkbox"/> | 12. Consultant's name, address & telephone number?<br>12.04.102, B-4   | <input type="checkbox"/> <input type="checkbox"/> | 31. Existing and proposed property and lot lines?<br>12.04.111, B-3 (c)   |
| <input type="checkbox"/> <input type="checkbox"/> | 13. Metes and bounds description/legal description (property<br>boundaries with line dimensions, bearings and curve data)?<br>12.04.102, C-1 (a)   | <input type="checkbox"/> <input type="checkbox"/> | 32. Water and sewer type with name(s) of service provider(s)?<br>12.04.111, B-2 (e)   |
| <input type="checkbox"/> <input type="checkbox"/> | 14. STRAP description (reference to section, township and<br>range, including subdivision name, block #s and lot or parcel<br>#s)? 12.04.102, C-1 (c)  | <input type="checkbox"/> <input type="checkbox"/> | 33. Proposed tie-in points to an existing public water supply and<br>wastewater disposal system or an explanation of alternative<br>systems? 12.04.111, B-2 (f)               |
| <input type="checkbox"/> <input type="checkbox"/> | 15. Location map? 12.04.102, C-2 (d)   | <input type="checkbox"/> <input type="checkbox"/> | 34. Approximate location of underground or overhead utilities,<br>culverts, and drains on the property and within 100' of the<br>proposed plat boundary? 12.04.111, B-3 (d)   |
| <input type="checkbox"/> <input type="checkbox"/> | 16. Area of project in square feet and acres? 12.04.102, C-1 (d)   | <input type="checkbox"/> <input type="checkbox"/> | 35. Location of existing drainage facilities proposed for use?<br>12.04.111, B-3 (e)  |
| <input type="checkbox"/> <input type="checkbox"/> | 17. Proposed number of lots? 12.04.111, B-2 (b)  | <input type="checkbox"/> <input type="checkbox"/> | 36. If the development does not have frontage on a County,<br>State, or City maintained road, right-of-way of road<br>connecting to the nearest such road? 12.04.111, B-3 (f) |
| <input type="checkbox"/> <input type="checkbox"/> | 18. Existing use on the property? 12.04.102, C-1 (e)   |   |   |
| <input type="checkbox"/> <input type="checkbox"/> | 19. Existing zoning according to the County Zoning Atlas?<br>12.04.102, C-1 (f)<br>_____   |   |   |

