

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

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

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

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

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

Y E N / S O A	Y E N / S O A
<input type="checkbox"/> <input type="checkbox"/> 1. Acceptance of application for final development order? 12.04.101, K	<input type="checkbox"/> <input type="checkbox"/> 20. Permitted land use according to Future Land Use Map? 12.04.102, C-1 (g)
<input type="checkbox"/> <input type="checkbox"/> 2. Fee attached? 12.04.101, H Receipt No. _____ Amount \$ _____	<input type="checkbox"/> <input type="checkbox"/> 21. Existing land use and zoning classification of all abutting property, including names and addresses of the owners? 12.04.102, C-2 (e)
<input type="checkbox"/> <input type="checkbox"/> 3. Nine (9) blueline or black line copies submitted? 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 . margins, and left binding side with 2" margin? 12.04.102, A-1	<input type="checkbox"/> <input type="checkbox"/> 23. List of State and federal permits required? 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.? 12.04.102, C-1 (i)
<input type="checkbox"/> <input type="checkbox"/> 6. North arrow (north to top of sheet where feasible)? 12.04.102, A-5	<input type="checkbox"/> <input type="checkbox"/> 25. Existing easements and rights-of-way (widths, dimensions, 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? 12.04.102, A-2	<input type="checkbox"/> <input type="checkbox"/> 26. Lands to be dedicated or reserved for all public and private uses, including rights-of-way, easements, special 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 or a Florida professional surveyor and mapper? 12.04.111, A	<input type="checkbox"/> <input type="checkbox"/> 27. Location and amount of areas devoted to all existing and proposed land uses including open space, residential and commercial? 12.04.111, B-3 (a)
<input type="checkbox"/> <input type="checkbox"/> 9. Front or cover sheet shows the subdivision name preceded by the words "Preliminary Plat of" & address of development (does not duplicate the name of any other recorded development in Highlands County)? 12.04.111, B-1	<input type="checkbox"/> <input type="checkbox"/> 28. Minimum lot area in square feet provided? 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 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? 12.04.111, B-3 (b)
<input type="checkbox"/> <input type="checkbox"/> 12. Consultant's name, address & telephone number? 12.04.102, B-4	<input type="checkbox"/> <input type="checkbox"/> 31. Existing and proposed property and lot lines? 12.04.111, B-3 (c)
<input type="checkbox"/> <input type="checkbox"/> 13. Metes and bounds description/legal description (property boundaries with line dimensions, bearings and curve data)? 12.04.102, C-1 (a)	<input type="checkbox"/> <input type="checkbox"/> 32. Water and sewer type with name(s) of service provider(s)? 12.04.111, B-2 (e)
<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"/> 33. Proposed tie-in points to an existing public water supply and wastewater disposal system or an explanation of alternative 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, culverts, and drains on the property and within 100' of the 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? 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, State, or City maintained road, right-of-way of road 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? 12.04.102, C-1 (f) _____	

