

CHECKLIST 8-L

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"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1. Acceptance of application for final development order? 12.04.101, K		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"/>
<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Nine (9) blue/line or black line copies submitted? 12.04.102, A-3 & 12.04.111 A		22. "Limit of Plat" shown on all legs of boundary?
<input type="checkbox"/>	<input type="checkbox"/>	<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		23. List of State and federal permits required? 12.04.102, C-1 (h)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Scale: no smaller than 1"=100'? 12.04.102, A-4		24. Legend explaining symbols, abbreviations, etc.? 12.04.102, C-1 (i)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. North arrow (north to top of sheet where feasible)? 12.04.102, A-5		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"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Sheet # and total number of sheets indicated on each sheet? 12.04.102, A-2		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"/>	<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		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"/>	<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		28. Minimum lot area in square feet provided? 12.04.111, B-2 (d)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10. Date of preparation? 12.04.102, B-2		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"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11. Owner's name, address & telephone number? 12.04.102, B-3		30. Location of all conservation areas or easements? 12.04.111, B-3 (b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12. Consultant's name, address & telephone number? 12.04.102, B-4		31. Existing and proposed property and lot lines? 12.04.111, B-3 (c)
<input type="checkbox"/>	<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)? 12.04.102, C-1 (a)		32. Water and sewer type with name(s) of service provider(s)? 12.04.111, B-2 (e)
<input type="checkbox"/>	<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)		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"/>	<input type="checkbox"/>	<input type="checkbox"/>
	15. Location map? 12.04.102, C-2 (d)		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"/>	<input type="checkbox"/>	<input type="checkbox"/>
	16. Area of project in square feet and acres? 12.04.102, C-1 (d)		35. Location of existing drainage facilities proposed for use? 12.04.111, B-3 (e)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	17. Proposed number of lots? 12.04.111, B-2 (b)		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)		
	_____		

CHECKLIST 8-L

<p>Y N E N / S O A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 37. Locations and widths of existing and proposed building lines, alleys, parks, other public places, and similar facts about adjacent property? 12.04.111, B-3 (g)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 38. Location of all existing and proposed fire hydrants? 12.04.111, B-3 (h)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 39. Minimum floor elevation(s) of building(s) within any 100-year floodplain? 12.04.111, B-3 (j)</p>	<p>Y N E N / S O A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 40. Existing surface water bodies, wetlands, streams, and canals with their seasonal high water elevation and attendant drainage areas? 12.04.111, B-3 (k)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 41. Statement "There are no existing buildings, culverts, easements, boundaries of incorporated areas, lakes, streets, water courses or water mains except as shown or noted. All lots meet the minimum square footage and road frontage allowed by the current zoning classification."</p>
---	---

I hereby certify that all of the requirements of this checklist have been adhered to. I also certify that if any of the items on the checklist are not applicable, I have attached a written explanation as to the reason why the item is not applicable.

\_\_\_\_\_  
Engineer of Record

Specific Requirements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECOMMENDED FOR:

APPROVAL

CONDITIONAL APPROVAL

REQUEST FOR ADDITIONAL INFORMATION

\_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

DENIAL

\_\_\_\_\_  
DATE: \_\_\_\_\_