CITY OF ALTAMONTE SPRINGS

CITY SURVEYOR & CITY ATTORNEY PLAT REVIEW APPLICATION SUBMITTAL SUFFICIENCY CHECKLIST

This checklist identifies the items required in order to make a complete first submittal for City Surveyor and City Attorney plat review. The applicant is to complete the applicant's checkboxes on this checklist and submit the checklist with the application. If a submittal is incomplete, it will be rejected.

This review step requires that copies of materials previously submitted to the City be resubmitted. The reason for the resubmittals is to ensure the information is up-to-date and incorporates any changes that may have been necessary due to past review comments or changes in the project.

Appl. City

[ ] [ ] COMPLETED CITY SURVEYOR & CITY ATTORNEY PLAT REVIEW APPLICATION.

[ ] [ ] COMPLETED CITY SURVEYOR & CITY ATTORNEY PLAT REVIEW APPLICATION SUBMITTAL SUFFICIENCY CHECKLIST - the applicant is to complete the applicant's checkboxes on the checklist and sign the checklist.

[ ] [ ] APPLICATION FEE - Make checks payable to the City of Altamonte Springs. Visa and MasterCard also accepted for payment.

[ ] [ ] ORIGINAL SIGNED MYLAR OF THE PLAT (20" X 24") - India ink on 3 mil Mylar, executed by the subdivider, with executed mortgagee joinders, and signed and sealed by the project surveyor.

[ ] [ ] EIGHTEEN (18) BLUELINE OR BLACKLINE COPIES OF THE SIGNED PLAT (20" x 24") - folded to fit into an 8½" x 14" file folder.

[ ] [ ] FIVE (5) BOUNDARY SURVEYS (24" X 36") - signed and sealed, folded to fit into an 8½" x 14" file folder.

[ ] [ ] FOUR (4) COPIES OF THE TRAVERSE SHEET - On an 8½ x 11" or 8½" x 14" sheet. It must graphically show the closed traverse.

[ ] [ ] ONE (1) EXECUTED ORIGINAL AND THREE (3) COPIES OF COVENANTS, HOMEOWNER'S ASSOCIATION DOCUMENTS, OR EVIDENCE OF MAINTENANCE OF PRIVATE FACILITIES (FINAL VERSION) - If applicable.

[ ] [ ] ONE (1) EXECUTED ORIGINAL AND FIVE (5) COPIES OF RECIPROCAL EASEMENT DOCUMENTS (FINAL VERSION) - If applicable.

[ ] [ ] FOUR (4) SETS OF SKETCHES OF DESCRIPTIONS - If applicable. Four copies of any necessary sketches of description of easements, etc. **Submit final version**.

[ ] [ ] FIVE (5) COPIES OF TITLE OPINION OR CERTIFICATION - A title opinion prepared by an attorney-at-law licensed in Florida or a certification by an abstractor or title company, in a form acceptable to the city attorney, and showing that apparent record title to the land as described and shown on the plat coincides with the names shown on the dedication (parties executing plat are owners of the land embraced by the plat). The title certification shall also show all mortgages not satisfied or released of record nor otherwise terminated by law, show that all city taxes and assessments are paid to date, that the description of the plat is correct, and that no conflicting rights-of-way, easements, or plats exist. **Copies of all referenced easements and title encumbrances, such as mortgages, assignment of rents, etc., listed in the opinion or certification must be enclosed.**

[ ] [ ] ONE (1) ORIGINAL AND TWO (2) COPIES OF MORTGAGEE JOINDER(S) - If applicable. Preferably placed on the plat, or may be a separate instrument joining in the plat and to be recorded at the time of the plat recording. Joinder is to be signed by a corporate officer and either sealed with the corporate seal or witnessed by two witnesses.

[ ] [ ] ONE (1) ORIGINAL AND TWO (2) COPIES OF PROOF OF AUTHORITY FOR JOINDER(S) - Proof of authority from the board of directors in the form of a certified resolution that gives the signee the authority to sign on behalf of the corporation. (Not required if Joinder is signed by the chief executive officer. Required if Joinder is signed by an officer who is not the chief executive officer). To be recorded at the time of the plat recording.

[ ] [ ] ONE (1) PERFORMANCE BOND AGREEMENT AND ITEMIZED CONSTRUCTION COSTS – Supporting subdivision infrastructure and/or shared infrastructure must be in place or bonded, either to the City's satisfaction, prior to

plat recording. If the applicant intends to use a performance bond for the plat, the applicant will need to provide for Public Works Department review and acceptance a project engineer's signed and sealed estimate for all private and public infrastructure elements supporting development. The estimate is to be itemized by element and have sufficient detail (i.e., length of pipe, type of pipe, etc.) and be consistent with each element on the plan. Also necessary will be a completed City standard form for performance bond agreement (available in Developer's Guide Section 10, Standard Forms and Templates).

ADDITIONAL INFORMATION:

Recording Fees - Will be due and payable to the City Clerk once the plat has been approved by the City Commission. Checks for recording fees are to be made payable to the Seminole County Clerk of the Circuit Court.

Title Opinion/Certification Updates - Will be required prior to transmittal to the City Commission for final approval and after plat recordation in the public records.

PLAT PROJECT MANAGER'S CERTIFICATION OF COMPLIANCE:

I _____ hereby certify that the materials submitted to the City for review have been reviewed by me and that they conform to this checklist as marked. Furthermore, I understand that the project manager and project surveyor are required to attend all DRC meetings scheduled for this application.

_____

Signature Date

CITY STAFF REVIEW - To be completed by City staff.

City Review Completed By: _____ Date: _____