

CITY OF ALTAMONTE SPRINGS

PRELIMINARY, FINAL, AND MINOR SUBDIVISION PLAT REVIEW CHECKLIST

Prepared by the Public Works Department

Note: This checklist is used by Public Works staff to review plats, and is provided to applicants for informational purposes.

PLAT APPLICATION INFORMATION	
Plat Name:	DRC Review Due Date:
Surveyor of Record:	Name Firm Name Address City, State, ZIP

CHECKLIST LEGEND	
C = Correct	NS = Review comment that has not been satisfied
X = Additional information or revision needed	New = Comment that is new for this review
# = Refer to "Additional Comments" section and corresponding note	

TECHNICAL REQUIREMENTS:

- [] PLAT SIZE - Must be twenty inches (20") by twenty-four inches (24"). [L.D.C. 5.3.3.1(a)]
- [] INDIA INK / MYLAR - 0.003 INCHES THICK - (F.S. 177.091-1a)
- [] MARGINS - Each sheet must have a marginal line completely around the sheet placed to leave a three-inch (3") binding margin on the left and a one-inch (1") margin on the other three (3) sides. (L.D.C. 5.3.3.1)
- [] TITLE - The "primary name" of the plat must be different from any other recorded plat in the City or County except when the subdivision is further divided as an additional unit or section. (F.S. 177.051)
- [] The "primary name" must be shown on each sheet included. (F.S. 177.091-5)

- [] The “primary name” can not begin with words such as “replat”, “the” or “a.” If the primary name does not include the word “replat” it may be of a different size and type. (F.S. 177.051-1)
- [] If replatting all or any portion of a previously recorded plat, it shall be stated as a subtitle under the name of the plat on each sheet included. The subtitle must state the name of the subdivision being replatted and the appropriate recording reference.. (F.S.177.091-17)
- [] SECTION, TOWNSHIP, RANGE - Must be shown immediately under the name of the plat on each sheet included. (F.S. 177.091-10)
- [] NAME OF CITY, COUNTY AND STATE - Must be shown immediately under the name of the plat on each sheet included. (F.S. 177.091-10)
- [] SHEET NUMBER - Each sheet must show the particular number of that sheet and the total number of sheets included, as well as clearly labeled matchlines to show where other sheets match or adjoin. (F.S. 177.091-3)
- [] PROFESSIONAL SURVEYOR AND MAPPER OR LEGAL ENTITY INFORMATION - The name of the professional surveyor and mapper or legal entity, along with the street and mailing address, must be shown on each sheet included. (F.S. 177.091-5)
- [] INDEX OR KEY MAP - Must be depicted when more than one sheet is required to accurately portray the lands subdivided. (F.S. 177.091-3)
- [] NORTH ARROW - Must appear on every sheet showing any portion of the lands subdivided. (F.S. 177.091-6)
- [] SCALE - Must be both stated and graphically illustrated by an graphic scale drawn on every sheet showing any portion of the lands subdivided. (F.S. 177-091-4)
- [] Scale must not exceed more than one hundred feet (100') to the inch. [L.D.C. 5.3.3.1(b)]
- [] LETTER AND LINE WEIGHTS – All plat lettering and line weights shall be suitable for recording. For purposes of recording, plat lettering shall not be smaller than one-tenth of an inch. Where possible, one-eighth of an inch text height is preferred.
- [] DESCRIPTION - Must be so complete that without reference to the plat, the starting point and boundary can be determined and must agree with plat. (F.S. 177.091-11)
- [] Must be the same in the title certification. (FS 177.091-11)
- [] P.O.B. - Must be shown if the description is a metes and bounds. All information called for, such as the point of commencement, course bearings and distances shall also be indicated. (F.S. 177.091-14)

- [] VICINITY MAP - Must show the proposed subdivision in relation to the surrounding street. Scale must not be less than two thousand feet (2,000') to one inch (1"). [L.D.C. 5.3.3.1(g)]
- [] GIS TIE - All plat must be tied to a minimum of two (2) existing coordinated points established in the GIS. Reference must be shown on the plat by graphically showing the number and coordinate data of the coordinated points that were used. [L.D.C. 5.3.3.1(e)]
- [] BEARING OR AZIMUTH REFERENCE - Shall be clearly stated on the face of the plat in the notes or legend and must be referenced to some well-established and monumented line. (F.S. 177.091-6) The bearing structure of the plat must be based upon the grid coordinate values of the coordinated points. [L.D.C. 5.3.3.1(e)]
- [] ADJOINING PROPERTY - Must be identified as unplatted land or by subdivision title, plat book, and page, or, if unplatted, land shall be so designated. (F.S. 177.091-17)
- [] P.R.M.'S - Must be shown at P.O.B. and at each corner or change in direction on the boundary of the plat and may not be more than 1400 feet apart.. (F.S. 177.091-7)
- [] P.C.P.'S - Must be shown on the centerline of the right-of-way at the intersection and terminus of all streets, at each change of direction, and no more than 1,000 feet apart. (F.S. 177-091-8)
- [] LOTS NUMBERED - Consecutive order. (F.S. 177-091-18)
- [] BLOCKS LETTERED OR NUMBERED - Consecutive order. (F.S. 177.091-18)
- [] ANGLES/BEARINGS - All necessary must be shown. (F.S. 177.091-21)
- [] DIMENSIONS - Sufficient survey data must be shown to positively describe the bounds of every lot, block, street, easement, and all other areas shown on the plat. A witness line showing complete data shall be provided for subdivisions bounded by an irregular line (e.g., water bodies, etc.). (F.S. 177.091-19)
- [] LINE TABLE - When it is not possible to show line information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies. (F.S. 177.091-26)
- [] CURVE DATA - Curvilinear lot lines must show the radii, arc distances, and central angles. (F.S. 177.091-20)
- [] Radial lines will be so designated. Direction of non-radial lines must be indicated. (F.S. 177.091-20)

- [] When it is not possible to show curve detail information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies. (F.S. 177.091-26)
- [] CUL-DE-SAC DIAMETERS - All Cul-de-sac diameters must be shown. (F.S. 177-091-15)
- [] EASEMENTS - Location and width of proposed easements and existing easements, identified in the title opinion or certification must be shown on the plat along with their intended use. Where easements are not coincident with property lines, they must be labeled with bearing and distances and tied to the principal lot, tract, or right-of-way. (F.S. 177.091-6)

Note: Section 6.1.7 of the City’s Land Development Code requires rear and side yard easements of 7.5 feet and 5.0 feet, respectively.

- [] EASEMENT NOTE - Where public easements are proposed, the following easement note shall be included on the plat. (F.S. 177.091-28)

All platted easements, exclusive of private easements granted to or obtained by a particular electric, telephone, gas, or other public utility, shall also be easements for the construction installation, maintenance, and operation of cable television services; however, no such construction, installation, maintenance, and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas, or other public utility.

- [] STREETS, AND RIGHT-OF-WAY - Location, widths, and names of all street, waterways, or other rights-of-way must be shown. (F.S.177.091-15)
- [] Must be different from any other in the City if not an extension.
- [] STREET CENTERLINE - The centerline of all streets must be shown. Non-curved lines shall be shown with distances together with either angles, bearings, or azimuths. Curved lines shall be shown with arc distances, central angles, and radii, together with chord and cord bearing or azimuths. (F.S. 177.091-22)
- [] PARKS - Parks and recreation parcels must be designated as such. (F.S. 177.091-23)
- [] EXCEPTED PARCELS - All interior excepted parcels, included in the description of the lands being subdivided, must be clearly indicated and labeled "Not a part of this plat." (F.S.177.091-24)
- [] PLAT NOTICE - The plat shall include in a prominent place the following statements:

“NOTICE: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no

circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county.” (F.S. 177.091-27)

- [] DEDICATION & ACKNOWLEDGMENT - The “primary name” of the subdivision must be shown in the dedication and must coincide exactly with the subdivision name (F.S.177.051-1).
- [] Must show and be executed by all persons, corporations, or entities having record interest in the land. (F.S. 177-081-2)
- [] EASEMENT DEDICATIONS – The dedication language must clearly and adequately convey public and private easements, as appropriate, and coincide with information denoted or depicted by other areas of the plat. (Corresponding comments may be provided for EASEMENTS, above.) Since the dedication language represents the legalese of the plat, it is recommended that this portion of the plat be prepared or reviewed by the owner/developer’s legal counselor.
- [] PROFESSIONAL SURVEYOR AND MAPPERS CERTIFICATE - Must bear the printed name and registration number of the professional surveyor and mapper directly below the certificate statement. The printed name, address, and certificate of authorization number of the legal entity, if any, must also be depicted. (F.S. 177.061)

Wording of certificate for plat submittals to the City of Altamonte Springs is as follows:

CERTIFICATE OF SURVEYOR

I hereby certify that this is a true and correct representation of the lands surveyed, that the survey was made under my responsible direction and supervision, and that the survey data contained herein complies with all of the requirements of Chapter 177 of the Florida Statutes. I further certify that I have complied with the requirements of Chapter 177.091 (7) regarding “permanent reference monuments,” that the land is located within the City of Altamonte Springs, Seminole County, Florida, and that I am a professional surveyor and mapper pursuant to Section 177.061 of the Florida Statutes.

_____ Registered Surveyor
 Printed Name: (_____)
 Registration No.: _____
 (Printed name of legal entity) _____
 (Printed address of legal entity) _____
 Certification of Authorization No. (if any): _____

[] Must be signed and sealed. (F.S. 177.061)

[] CERTIFICATE OF APPROVAL BY REVIEWING PROFESSIONAL SURVEYOR AND MAPPER - Plat must be reviewed for conformity to Chapter 177 by a professional surveyor and mapper either employed by or under contract to the City. Evidence of such review must be placed on the plat. (F.S. 177.081-1)

Wording of certificate for plat submittals to the City of Altamonte Springs is as follows:

CERTIFICATE OF REVIEW

I hereby certify that I am a professional surveyor and mapper, either employed by or under contract with the City of Altamonte Springs, Florida, and I have reviewed the survey and plat for conformity to Chapter 177 of the Florida Statutes and I hereby certify that said survey and plat comply with the requirements of Chapter 177 of the Florida Statutes.

Registered Surveyor
Printed Name: (_____)
Registration No.: _____
Certification of Authorization No. (if any): _____

[] CERTIFICATE OF APPROVAL BY CITY PLANNING BOARD OR DEPARTMENT DIRECTOR APPROVALS - (F.S.177.071-1a) – Only one of the following title blocks will apply. Please contact the City’s Growth Management Department if there is a question about whether Planning Board approval is required.

This title block applies to plats that require Planning Board approval:

CERTIFICATE OF APPROVAL BY MUNICIPAL PLANNING BOARD

THIS IS TO CERTIFY, that on the _____ day of _____, 200__ the Municipal Planning Board of the City of Altamonte Springs approved the foregoing plat.

_____, Chairman
Printed Name:

This title block applies to plats that do NOT require Planning Board approval.

**CERTIFICATE OF APPROVAL BY CITY ENGINEER
AND GROWTH MANAGEMENT DIRECTOR**

THIS IS TO CERTIFY that on the dates indicated, the City Engineer and the Growth Management Director examined and approved the foregoing plat.

_____, City Engineer
Printed Name: Jay Diceglie, P.E. Date: _____

_____, Growth Management Director
Printed Name: Franklin W. Martz II Date: _____

- [] CERTIFICATE OF APPROVAL BY CITY MAYOR ATTESTED BY THE CITY CLERK (F.S.177.071-1a) – All plats require the signature of the Mayor attested by the City Clerk.

CERTIFICATE OF APPROVAL BY MUNICIPALITY

THIS IS TO CERTIFY that on the ____ day of _____, 200__, the Altamonte Springs City Commission approved the foregoing plat.

_____, Mayor
Printed Name: Pat Bates

ATTEST:
_____, City Clerk
Printed Name: Linda Sundvall

- [] CERTIFICATE OF APPROVAL OF CIRCUIT COURT - (F.S. 177.091-13)

CERTIFICATE OF CLERK

I HEREBY CERTIFY that I have examined the foregoing plat and find that it complies in form with all the requirements of Chapter 177, Florida Statutes, and was filed for record on

_____,
at _____ File No.: _____.

CLERK OF THE CIRCUIT COURT
in and for Seminole County, Florida

By: _____ D.C.

[] MORTGAGEE'S CERTIFICATION - The holder or holders of any mortgage must sign the plat. (F.S. 177.081-2)

[] CALCULATIONS CHECK.

ACCOMPANYING DOCUMENTS:

[] TRAVERSE SHEET - A "traverse sheet" on eight-and-one-half-inch by fourteen-inch paper, showing the field angles and distances with adjustments, must be submitted. The traverse sheet must show the closed traverse and how the bearing structure for the plat was derived. [L.D.C. 5.3.3.1.(f)(2)]

[] BOUNDARY SURVEY - Plat must be accompanied by a boundary survey performed and prepared under the responsible direction and supervision of the same legal entity responsible for the preparation of the plat. (F.S. 177.041)

[] TITLE OPINION/CERTIFICATION REPORT- (Required for Final Plat and Minor Plat submittals; however, may be provided with earlier submittals to expedite the review process.) Plat must be accompanied by title opinion of an attorney-at-law licensed in Florida or a title certification by an abstractor or title company showing that apparent record title to the land as described and shown on the plat, coincides with the names shown in the dedication. The title opinion or title certification shall also show all mortgages not satisfied or released of record nor otherwise terminated by law. If a title opinion is provided, it must indicate the date and source of the title certification report on which the opinion is based and will need to be accompanied by a copy of the title certification report. (F.S. 177.041)

[] TITLE OPINION/CERTIFICATION DOCUMENTATION – (Required for Final Plats and Minor Plat submittals; however, may be provided with earlier submittals to expedite the review process.) The opinion/certification must reference and include copies of all vesting deeds, easements, and exceptions noted in the title report.

[] PROPERTY TAXES – The status of property taxes must be included in the title opinion or title certification.

[] HOMEOWNERS ASSOCIATION OR OWNERSHIP/MAINTENANCE RESPONSIBILITY DOCUMENTS - (Required for Final Plats and Minor Plat submittals; however, may be provided with earlier submittals to expedite the review process.) Private platted roadways, easements, or other common areas must be accompanied by homeowners association documents or other legal document for recording that evidences continued ownership and maintenance responsibilities.

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- [] UTILITY LETTERS - (Required for Final Plats and Minor Plat submittals; however, may be provided with earlier submittals to expedite the review process.) Letters must be provided from all utilities indicating that the easement areas provided are sufficient for utility services.

CORRESPONDING COMMENTS:

- 1 - Denotes information is to be verified by the City’s Professional Surveying and Mapping (PSM) consultant during their review of the plat, boundary survey, GIS traverse sheet, and title opinion/certification reports and documents. A field visit to verify PRMs and PCPs will be performed by the PSM
- 2 - Denotes information to be verified by the City Attorney’s office through their review of the title opinion/certification reports and other legal documents pertaining to the plat in their capacity as legal counselors for the City.

SUFFICIENCY REVIEW FOR CITY SURVEYOR & CITY ATTORNEY PLAT REVIEW APPLICATION SUBMITTAL:

- [] This plat has been reviewed by the City of Altamonte Springs’ Public Works Department and it has been determined that this plat **is not sufficient** for submittal to the City’s Professional Surveyor and Mapping (PSM) Consultant and City Attorney for plat review. Please refer to comments noted with this review.
- [] This plat has been reviewed by the City of Altamonte Springs’ Public Works Department and it has been determined that this plat **is sufficient** for submittal to the City’s Professional Surveying and Mapping (PSM) consultant and City Attorney for plat review. Additional comments may be generated by the City’s PSM consultant and/or City Attorney’s office through their review of the plat, associated plat documents, and field verification work.

REVIEWED BY: _____ DATE: _____
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