

SUBDIVISION APPLICATION

DID YOU REMEMBER TO?

Have a pre-application meeting within 60 days of submitting application

Have an Affidavit notarized by both the owner and applicant (even if same person)

Complete the submittal checklist and development plan checklist

Fold oversize copies so that they are no larger than 8 1/2" by 14"

Submit all information as required at the pre-application meeting

Collate all required information into 23 individual packages (including one package containing originals)

Submit prior to 2 p.m. on the application deadline (6th Floor City Hall)

Check this box if this package contains full-size plans



Updated October 1, 2010

PROJECT LOCATION

Parcel Identification Number

Property Address/Location

OWNER/APPLICANT INFORMATION

Owner Name, Title

Applicant Name, Title

Company

Company

Street Address

Street Address

City State Zip

City State Zip

Telephone Number

Telephone Number

Fax Number

Fax Number

E-Mail Address

E-Mail Address

TO BE COMPLETED BY CITY STAFF

Date Project Name

Pre-Application Mtg. Verification

Case Description

Minor Major 1 2 3 4 5 6

Sub-Type

Commissioner District
(circle one)

Case # Assigned

PROJECT INFORMATION

**TO BE COMPLETED BY
CITY STAFF**

Zoning District

Future Land Use Designation

GMP Subarea/Policies

SURROUNDING ZONING

N	
S	
E	
W	

PROJECT SUMMARY

Please complete the following table to provide information regarding the proposed plat.

1. Property Size	_____ acres
2. Proposed number of lots	_____
3. Street Type	Public <input type="checkbox"/> Private <input type="checkbox"/>

SURROUNDING LAND USES

(Single-Family, Multi-Family, Townhouse, Convenience Store, Supermarket, Vacant, etc.)

North	
South	
East	
West	

CERTIFICATION

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Applicant Signature

Date

SUBMISSION PACKAGE (23 PACKAGES)

The following table contains the requirements for submitting a subdivision application. The first check box on the left indicates what is required. The item must be submitted unless waived by a planner at the pre-application meeting. Complete the checklist by placing a checkmark (✓) in each box to the right of a required item to indicate that it has been submitted. All items required shall be collated into **23** individual packages prior to submittal of the application. Since a limited number of full-size plans and surveys are required, please identify the packages that contain full-size plans on the first page of the application by marking the box for full-size plans. For packages that contain only reduced plans/surveys, leave the box blank. Applications are due by **2:00 p.m.** on the deadline date. Please ensure that your application package is complete and submitted on-time to avoid being deferred to the next posted deadline date and board meeting. Items identified with a * below are due at the time of application submittal for minor plats and at the time of final plat submittal for major plats.

Application Fee Minor Subdivision \$1,200 Major Subdivision \$3,000	A user fee established by City Council to partially off-set the administrative and direct costs of processing an application. <u>The application fee does not in any way ensure the applicant a favorable decision.</u> All applications will be reviewed on the merits of the request alone, regardless of the application fee. All application fees are non-refundable, except for applications that are withdrawn within five (5) working days of the application submittal date. <u>The Project Planner must receive a request for withdrawal by 5:00 p.m. on the day of the withdrawal deadline for the fee to be refunded.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application Form	This application form completed and signed. Pages 1-6 of this form are required to be completed by the applicant prior to submittal. Additional appendices must be submitted if required below.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boundary Survey	A recent, accurate survey showing all existing improvements on the property and certified by the surveyor, drawn to scale. (See "Existing Conditions" on the Subdivision Plat checklist for specific items that must be shown on the survey) A minimum of 10 packages shall contain full-size, to-scale surveys as well as a reduced copy of the survey no greater than 11" by 17". The remaining 13 packages are only required to have reductions of the survey. Packages containing full-size surveys are required to be identified by the applicant prior to submittal of the application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topographic Survey	Must show the existing contours at one-foot intervals, as delineated by U.S. Geological Survey maps or other expert evaluation and extending 50 feet beyond the property boundaries or to the centerline of the road. A minimum of 10 packages shall contain full-size, to-scale surveys as well as a reduced copy of the survey no greater than 11" by 17". The remaining 13 packages are only required to have reductions of the survey. Packages containing full-size surveys are required to be identified by the applicant prior to submittal of the application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mylar Plat*	A Mylar Plat executed by the owner and signed and sealed by the surveyor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subdivision Plan	Proposed subdivision plan consistent with the checklist contained in this application. A minimum of 10 packages shall contain full-size, to-scale development plans as well as a reduced copy of the plan no greater than 11" by 17". The remaining 13 packages are only required to have reductions of the Development Plan. Packages containing full-size plans are required to be identified by the applicant prior to submittal of the application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Soils Report	2 copies of a soils report prepared in accordance with the requirements for Subdivision Plans. Please identify on Page 1 of this application which packages contain the soils reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Title Opinion*	A Title Opinion or Certificate of Title in accordance with the requirements of Chapter 177, Florida Statutes. <u>A title insurance policy is not acceptable.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Joinder & Consent*	If there is a mortgage on the property, a joinder and consent to plat document is required from each mortgage holder. The document is recorded with the plat. Refer to Chapter 177, Florida Statutes. A sample form is attached to the end of this application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ownership Affidavit	Required for all applications, regardless of applicant's relationship to property owner. Fill in all blanks and ensure <i>each</i> signature is notarized. (Appendix A).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Environmental Assessment	An environmental assessment shall be prepared to determine if environmentally sensitive lands are present and to classify those lands using the City's three-tiered system (Appendix B). Indicate level of assessment submitted in the check box to the right (A, B, or C). May be waived by the project planner if the property is in the urbanized disturbed area.	<input checked="" type="checkbox"/>	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
Plat Checklist*	Completed Plat Checklist (Appendix C) for subdivision record review	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Information	Other information as required by the Planning Official:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SUBDIVISION PLAT REQUIREMENTS

The following table contains the requirements for Subdivision Plats. The check boxes to the left indicates what is required for minor versus major plats. The item must be submitted unless waived by a planner at the pre-application meeting. Complete the checklist by placing a checkmark (✓) in each box to the right of a required item to indicate that it has been submitted.

GENERAL INFORMATION		Minor	Major	
Legend	(a) Name of the Subdivision (b) Legal Description of property to be subdivided (c) Acreage of the property to be subdivided (d) Scale—Engineering, no more than 1":100' (e) North Arrow (f) Existing Zoning on the property, including any overlay districts (g) Number of lots proposed (h) Date of Preparation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contact Information (Name, Address, Phone #)	(a) Property Owner(s) (b) Developer(s) (c) Engineer(s) (d) Surveyor(s) (e) Agent(s) of the property owner or others involved in the project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Abutting Lands	Information on abutting lands, including names of subdivisions and existing zoning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vicinity Map	Showing relationship of proposed development to surrounding streets and public facilities (at a scale not less detailed than 1":2,000') and including: (a) Existing Zoning and Overlay Districts (b) Existing Land Uses (noting any public facilities, open space, or recreation areas) (c) Future Land Use Designations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EXISTING CONDITIONS				
Lot Lines and Easements	(a) Existing lot lines and easements on the property indicating the purpose of each easement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Existing Streets (On and within 300 ft. of the proposed subdivision)	(a) Street names (b) Right-of-Way width of each street (c) Centerline of each street (d) Pavement location (where applicable) on each street (e) Curb and gutter locations (f) Driveway approach locations (g) Sidewalk locations (h) Locations and types of medians and median cuts (i) Any other improvements in the right-of-way	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utility/Drainage Infrastructure (Location and Size)	(a) Sanitary and storm sewers (b) Culverts (c) Water mains (d) Fire hydrants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boundary Survey	Boundary survey showing all improvements, including existing buildings and structures, vehicular use areas and other impervious surfaces on and within 15 feet of the property	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topographic Map	As delineated by U.S. Geological Survey maps or other competent expert evaluation, and extending 50 feet beyond the property boundaries.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
100 Year Flood Elevation	(a) Minimum habitable floor elevation (b) Limits of the 100 year flood plain for all sites extending into Flood Zone "A" (c) Note if not within 100 year flood area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Surface Drainage	Report showing direction of flow and methods of stormwater retention	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SUBDIVISION PLAT REQUIREMENTS

EXISTING CONDITIONS		Minor	Major	
Water Bodies, Wetlands and Canals	(a) Show normal high water elevation or boundary for each surface water body, wetland stream and canal (b) Show any watercourses, bridges, lakes, marshes, sinkholes and other physical conditions present on the site and within 50 feet. (c) Attendant drainage areas for each surface water body, wetland, stream and canal (d) Vegetative communities for each wetland, showing approximate location by species	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Soils Report	Report showing subsurface soil, rock and groundwater conditions, including: (a) Soil classifications as identified by the U.S.D.A. Soil Conservation Service (SCS) (b) Seasonal groundwater elevations (c) Muck areas and Very Low Potential Soils, whether known or suspected, indicated as to approximate location, depth and extent (d) Primary Groundwater Recharge Areas as defined in the City Code, indicated as to approximate location and extent (e) Letter of written recommendation as to load-bearing capacity and suitability for development proposed by a licensed civil engineer based on soil test NOTE: An applicant may challenge SCS Soil Classifications by securing competent expert evaluation, at the applicant's own expense, demonstrating that the identified soils are not classified correctly. If said evaluation is concurred with by the City Engineer, the soils shall be correctly identified for the purposes of this Chapter.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tree & Woodlands Survey	(a) Tree cover approximate limits and generalized tree communities (b) Location, Type and Size of Medium and large size trees (circumference of 18" or more, measure 4.5 ft. from the ground (dbh) or groupings of such trees (c) Other generalized existing vegetation, including native plant communities NOTE: For Major Subdivision Plats, the survey may be drawn on an aerial photograph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Orange County Geodetic Information	Approximate location of any Orange County Geodetic Information System monument(s) and/or Certified Sectional Corner(s), whose coordinate values have been determined by the County-wide Survey Project, which are within the proposed development and/or the surrounding 300-foot area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PROPOSED DEVELOPMENT		Minor	Major	
Lot Layout	(a) Lot lines, scaled dimensions, lot and block numbers (b) Building restriction lines/setbacks scaled for each lot (c) Intended use for each lot (d) Tracts to be held in common ownership (recreation, stormwater management, conservation, open space, etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Street System	(a) Street names (b) Location of each street, including Major Thoroughfares (see Chapter 61 of the LDC) (c) Right-of-Way width for each street (d) Sidewalk location (e) Median and median cut locations (f) Any other proposed improvements in right-of-way (g) Copy of deed or legal instrument that grants or provides the legal right to use the private street (if private streets are proposed) concerning their responsibility in maintaining the street in safe condition		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Public Use Areas	Location, size (gross land area), scaled dimensions, type and terms (ownership and maintenance) of all parcels of land proposed for common or public use, including: (a) Street rights-of-way (b) Easements for drainage, utilities, stormwater management, pedestrian ways, sidewalks, bike paths, etc. (c) Land dedications/reservations for open space, recreational facilities, parks, schools, public facilities, stormwater management, etc.		<input checked="" type="checkbox"/>	<input type="checkbox"/>

SUBDIVISION PLAT REQUIREMENTS

PROPOSED DEVELOPMENT		Minor	Major	
Buffer Areas	Nature, location and scaled dimension of bufferyards and areas, including identification of native plant areas to be used as buffers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Preliminary Tree Protection Plan	(a) Existing medium and large trees or groupings of trees proposed to be retained, including the location of each and dimensions of the proposed undisturbed area (b) Proposed grade changes on the development site which may adversely affect any existing medium or large trees to be retained (c) Any Specimen or Historic Tree designation being requested (See Chapter 60, LDC)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utility Infrastructure	Approximate location, type and size of: (a) Sanitary sewers (b) Storm drainage facilities (c) Culverts (d) Water mains (e) Fire hydrants (f) Electric and other utilities (g) Refuse/recycling/dumpster pad		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finished Grade	Proposed finished grade of the property	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drainage/Erosion	Conceptual drainage and erosion plan showing direction of flow and methods of stormwater retention	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OTHER INFORMATION				
Start and Completion Dates	Indicate approximate starting and completion dates for the entire development. Where the project is to be platted and/or developed in construction phases, indicate how phasing is to be accomplished and the estimated time frame applicable to each phase. Specify proposed maximum intensity (density or Floor Area Ratio) for the entire development and each phase	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Actions	Identify other actions necessary for project approval such as Rezoning, Zoning Variance, Conditional Use, Annexation, Master Plan etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Density/Intensity Bonuses	Identify any requests for density / intensity bonuses being applied for in accordance with Chapter 58 of the Land Development Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Residential Subdivisions	Wherever Cluster Development, Average Lot Development, Zero-Lot-Line Development, Attached Dwelling Development, Multi-Family Development or Mobile Home Development are being requested, include the following information: (a) Designation on the plat of all lots intended for cluster, average lot, zero-lot-line, attached dwelling or multi-family development (b) Designation of all proposed building envelopes, building restriction lines, parking areas and service areas (as applicable) (c) Designation of all maintenance and access easements on lots abutting zero-lot-line yards, and the terms and conditions of all such easements (d) An explanation of how the proposed development achieves the applicable review standards for the type of development being requested as set forth in Chapter 58 (e) Conceptual elevations to demonstrate compliance with specific design criteria established in Chapter 58 of the Land Development Code (f) For attached dwelling and multi-family development, documents acceptable to the City Attorney providing for the maintenance of building exteriors, to be recorded in the public records of Orange County, Florida prior to the start of construction.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Common Improvements	(a) Whenever a non-profit organization will be established for the maintenance of any common improvements or open space, documents shall be provided in accordance with Chapter 65, Part 5E.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



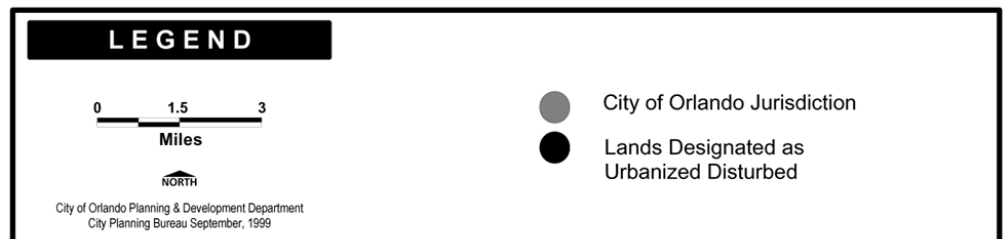
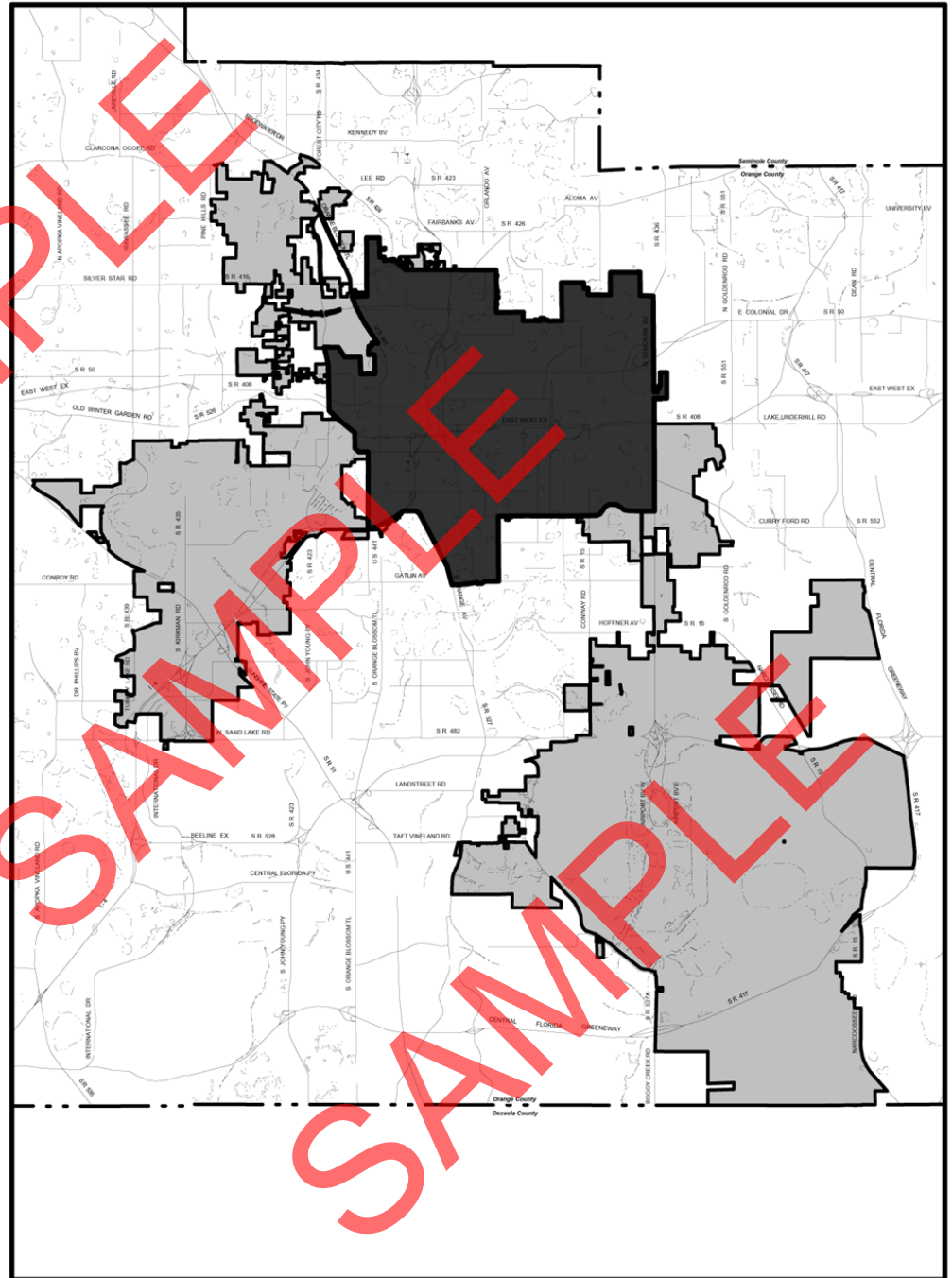
APPENDIX B: ENVIRONMENTAL ASSESSMENT

An environmental assessment is required to be submitted as part of this application unless the subject site is within the area designated as "Urbanized Disturbed" shown to the right. Areas designated as "urbanized disturbed" are exempt from the environmental assessment requirement.

There are three levels of environmental assessments. Applicants may choose which level of information to submit in initial applications to the city, but the city shall determine if the submittal is appropriate on a case-by-case basis. The requirements for the various levels of environmental assessment are shown on the following page.

The city shall consider the findings of the environmental assessment and shall apply the appropriate policies of the Conservation Element. Recommendations may include:

- Protection of environmentally significant lands consistent with the applicable environmental regulatory agencies, including requiring the applicant to submit signed copies of all environmental permits prior to issuance of engineering permits by the City.
- Require site design to minimize impact of development on environmentally sensitive features of protected wetlands and wetlands under 0.5 acres.
- Require creation of buffers and conservation easements
- Request other permitting agencies to protect wetlands of special value to the city which may otherwise be exempt from their permitting process
- Require a contribution to the Environmental Trust Fund. Such conditions shall become part of the development approval.



ENVIRONMENTAL ASSESSMENT: GENERAL REQUIREMENTS		LEVEL A	LEVEL B	LEVEL C
LEVEL A:	Environmental Description	<ul style="list-style-type: none"> Legally Cleared Land Sparse or No Vegetation 	<ul style="list-style-type: none"> Not cleared of vegetation May contain wetlands Low probability of Endangered, Threatened or Species of Special Concern 	<ul style="list-style-type: none"> Native vegetation Wetlands High probability of Endangered, Threatened or Species of Special Concern
LEVELS B AND C:	Site visit and brief environmental assessment from a qualified environmental professional	<ul style="list-style-type: none"> Scale no smaller than 1":600' Outline subject property 	<ul style="list-style-type: none"> Ground level panoramic Adequate to determine vegetative condition of site 	<ul style="list-style-type: none"> For all wetlands, complete Q-Wet Ranking System form to estimate quality of wetlands on site
Location Map	<ul style="list-style-type: none"> Note Section, Township and Range 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Aerial Photograph	<ul style="list-style-type: none"> Scale no smaller than 1":600' Outline subject property 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Photographs	<ul style="list-style-type: none"> Ground level panoramic Adequate to determine vegetative condition of site 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wetland Map	<ul style="list-style-type: none"> Jurisdictional boundaries and acreage of all wetlands 		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Q-Wet Ranking	<ul style="list-style-type: none"> For all wetlands, complete Q-Wet Ranking System form to estimate quality of wetlands on site 		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ecosystems	<ul style="list-style-type: none"> General description of locations and types 		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Endangered, Threatened, or Species of Special Concern	<ul style="list-style-type: none"> Statement which justifies the opinion of the biologist/consultant that the site does not support or harbor Endangered, Threatened or Species of Special Concern 		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Environmental Impacts Map	<ul style="list-style-type: none"> Any proposed impacts or alterations to wetlands 		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vegetation Map	<ul style="list-style-type: none"> With ecosystems identified per Class III FLUCCS codes, as defined in FDOT's "Florida Land Use Cover and Forms Classification System," latest edition 			<input checked="" type="checkbox"/>
Wetlands	<ul style="list-style-type: none"> Delineation of any wetlands within the landward extent of Waters of the State 			<input checked="" type="checkbox"/>
Endangered, Threatened, or Species of Special Concern Map	<ul style="list-style-type: none"> All transects and study areas Survey dates Delineation of any endangered, threatened, or species of special concern observed (including nests, burrows, or other signs) and their habitats 			<input checked="" type="checkbox"/>
Environmental Impacts Map	<ul style="list-style-type: none"> Any proposed impacts or alterations to endangered or threatened species or their habitat Any proposed impacts or alterations to natural aquifer recharge areas 			<input checked="" type="checkbox"/>
Written Report	<ul style="list-style-type: none"> Ecological description of upland and wetland habitats on site, including dominant species, wildlife usage, hydrology (for wetlands), relative ecological quality, and observed effects of previous impacts Endangered species survey per specification of Florida Game and Fresh Water Fish Commission's "Wildlife Methodology Guidelines," latest edition, except that no herp arrays, trapping or night observations shall be required. Statement of whether site falls within natural aquifer recharge area identified in Chapter 63 			<input checked="" type="checkbox"/>

Q-WET RATING SYSTEM FORM

(PLEASE CIRCLE THE APPROPRIATE POINT VALUE)

PARAMETER	POINT VALUE
A. SIZE	
Large (>46 acres)	2
Medium (10-45 acres)	1
Small (0.5-9 acres)	0
B. LINKAGE	
Major Connection (Waters of the State)	2
Minor Connection (runoff wetlands, ditch, low velocity flow)	1
Isolated (Cypress dome, marsh, bayhead)	0
C. BUFFER ZONE	
Excellent	2
Adequate	1
Poor	0
D. EXISTING VEGETATION	
High ecological quality	2
Moderate quality	1
Low Quality	0
E. HYDROLOGY	
Adequate	2
Modified	1
Severely Modified	0
F. UNIQUENESS (as related to the City)	
Very Scarce	2
Somewhat Common	1
Common	0
G. PRODUCTIVITY	
Hydic Hammock, Mixed Hardwood Swamp, Deep Marsh	2
Bayhead, Shallow Marsh	1
Cypress Dome, Wet Prairie	0
H. LISTED SPECIES	
Observed	2
Likely	1
Not Likely	0
I. OBSERVED WILDLIFE USAGE	
High	2
Moderate	1
Low	0
J. ACTIVE & PASSIVE RECREATION VALUE	
High	2
Moderate	1
Low	0



APPENDIX C: FINAL PLAT REVIEW CHECKLIST

The Office of Permitting Services processes final record plats through the City agencies for review and approval and ultimate recording of the final plat at the Orange County Recording Office.

Our goal is to make the plat review process an efficient and professional experience. We encourage the professional's preparing these plats for recording in the official records take advantage of the same checklist we use to review the plats for compliance with Florida Statute 177. This checklist was compiled from rules contained within the 2009 Florida Statute 177 Part 1. In addition to the rules contained within Florida Statute 177 those additional rules required by the City of Orlando under the authority of the said statute have been included. This checklist is to be used in the preparation of the final plat and should be signed and sealed by the Surveyor in responsible charge and submitted with the final Mylar plat, the Title Opinion or Certificate of Title to the Office of Permitting Services. Any plat submitted with substantial errors and omissions, that make it apparent to the City Surveyor that there was no quality control performed prior to submission, will not be reviewed by Survey Services.

The Office of Legal Affairs reviews the final plat and the Certificate of Title or Title Opinion and the Joinder and Consent forms that may be required as a result of the review of the title work.

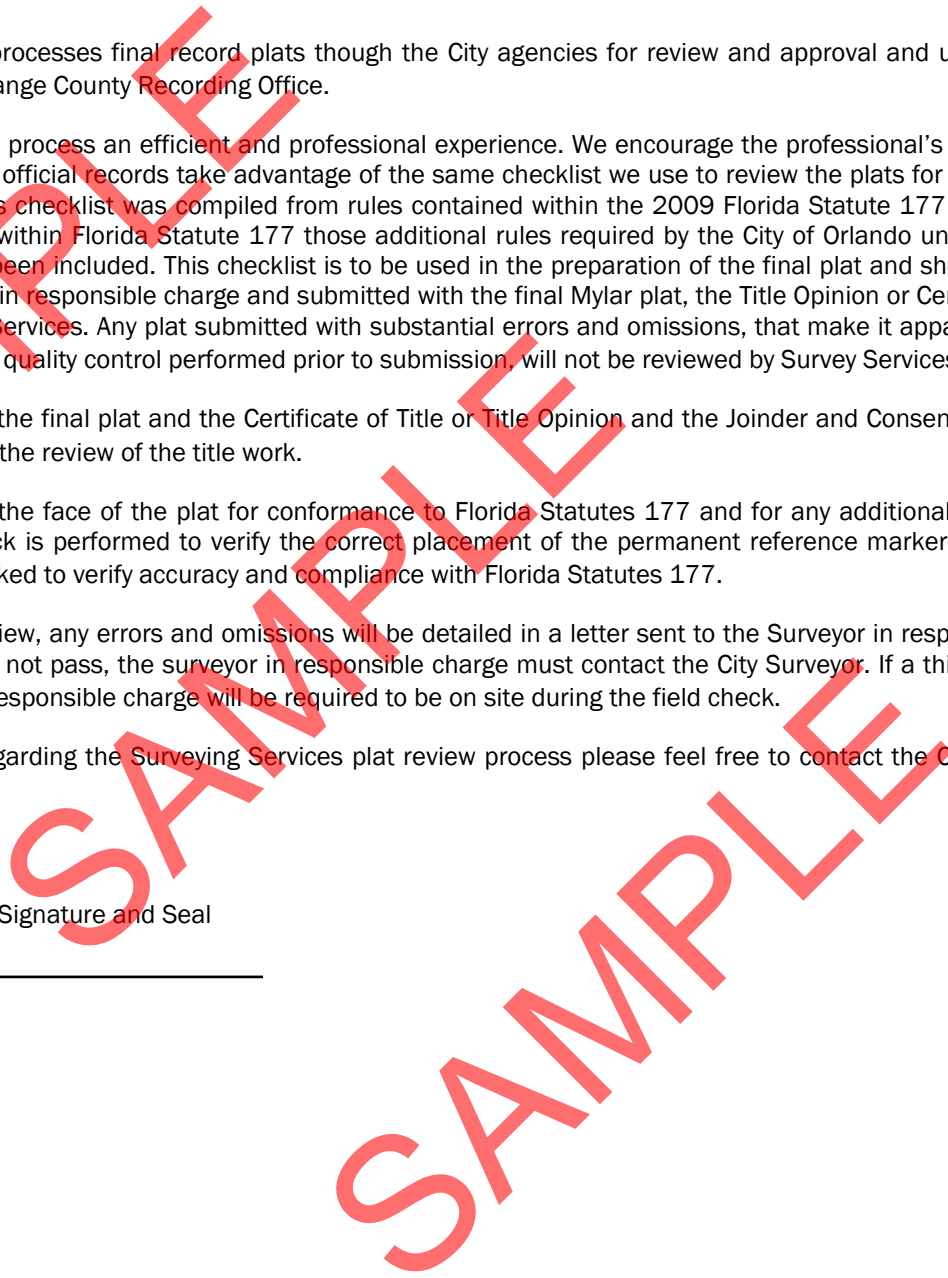
The City Surveyor's Office reviews the face of the plat for conformance to Florida Statutes 177 and for any additional City of Orlando requirements. A field check is performed to verify the correct placement of the permanent reference markers. Additionally, the face of the plat is checked to verify accuracy and compliance with Florida Statutes 177.

Following the City Survey's first review, any errors and omissions will be detailed in a letter sent to the Surveyor in responsible charge. If the field inspection does not pass, the surveyor in responsible charge must contact the City Surveyor. If a third field check is required, the Surveyor in responsible charge will be required to be on site during the field check.

Should you have any questions regarding the Surveying Services plat review process please feel free to contact the City Surveyor at 407-246-3319.

Professional Surveyor and Mapper Signature and Seal

Date





APPENDIX C:

FINAL PLAT REVIEW CHECKLIST

PERMITTING AND CODE ENFORCEMENT DIVISION

<p>177.061 Qualification and Statement Required <i>cont'd</i></p>		<p>(a) When the plat to be submitted for approval is located wholly within the boundaries of a municipality, the governing body of the municipality has exclusive jurisdiction to approve the plat.</p> <p>(b) When a plat lies wholly within the unincorporated areas of a county, the governing body of the county has exclusive jurisdiction to approve the plat.</p> <p>(c) When a plat lies within the boundaries of more than one governing body, two plats must be prepared and each governing body has exclusive jurisdiction to approve the plat within its boundaries, unless the governing bodies having said jurisdiction agree that one plat is mutually acceptable.</p> <p>(2) Any provision in a county charter, or in an ordinance of any charter county or consolidated government chartered under s. 6(e), Art. VIII of the State Constitution, which provision is inconsistent with anything contained in this section shall prevail in such charter county or consolidated government to the extent of any such inconsistency.</p>
<p>177.071 Approval of Plat by Governing Bodies</p>	<input type="checkbox"/>	<p>The boundary of the plat is located wholly in the City of Orlando municipal boundary</p>
<p>177.081 Dedication and Approval</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>(1) Prior to approval by the appropriate governing body, the plat shall be reviewed for conformity to this chapter by a professional surveyor and mapper either employed by or under contract to the local governing body, the costs of which shall be borne by the legal entity offering the plat for recordation, and evidence of such review must be placed on such plat.</p> <p>(2) Every plat of a subdivision filed for record must contain a dedication by the owner or owners of record. The dedication must be executed by all persons, corporations, or entities whose signature would be required to convey record fee simple title to the lands being dedicated in the same manner in which deeds are required to be executed. All mortgagees having a record interest in the lands subdivided shall execute, in the same manner in which deeds are required to be executed, either the dedication contained on the plat or a separate instrument joining in and ratifying the plat and all dedications and reservations thereon.</p> <p>(3) When a tract or parcel of land has been subdivided and a plat thereof bearing the dedication executed by the owners of record and mortgagees having a record interest in the lands subdivided, and when the approval of the governing body has been secured and recorded in compliance with this part, all streets, alleys, easements, rights-of-way, and public areas shown on such plat, unless otherwise stated, shall be deemed to have been dedicated to the public for the uses and purposes thereon stated. However, nothing herein shall be construed as creating an obligation upon any governing body to perform any act of construction or maintenance within such dedicated areas except when the obligation is voluntarily assumed by the governing body.</p>
<p>177.091 Plats Made for Recording</p>	<input type="checkbox"/>	<p>(1) At the end of the plat approval process the requestor must submit two sets of digital files. The file naming convention for both sets of digital files should include the permitting project number or master building permit number. If there are multiple files for the same number then a sequence number should be added to the file name. (eg PRJ2005-00121_1)</p> <p>The first set of files must be in PDF format. The PDF file must have bookmarks that will clearly identify each sheet in the file. The digital files must have the following characteristics:</p> <p>The second set of files must be in one the following file formats: DXF, DGN, DWG or SHP (ESRI). Text documents like energy calculations can be submitted in PDF format. The Coordinate system must be State Plane Florida East NAD 83, feet. There must be either a separate index that explains what is contained in each layer of the file or the layer name itself must be self explanatory.</p> <p>Every plat of a subdivision offered for recording shall conform to the following:</p> <p>Marginal lines, standard certificates and approval forms shall be printed on the plat with a permanent black drawing ink. A print or photographic copy of the original drawing must be submitted with the original drawing.</p>



APPENDIX C:

FINAL PLAT REVIEW CHECKLIST

PERMITTING AND CODE ENFORCEMENT DIVISION

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- (2) The size of each sheet shall be determined by the local governing body and shall be drawn with a marginal line, or printed when permitted by local ordinance, completely around each sheet and placed so as to leave at least a 1/2-inch margin on each of three sides and a 3-inch margin on the left side of the plat for binding purposes.
- (3) When more than one sheet must be used to accurately portray the lands subdivided, an index or key map must be included and each sheet must show the particular number of that sheet and the total number of sheets included, as well as clearly labeled match lines to show where other sheets match or adjoin.
- (4) In all cases, the letter size and scale used shall be of sufficient size to show all detail. The scale shall be both stated and graphically illustrated by a graphic scale drawn on every sheet showing any portion of the lands subdivided.
- (5) The name of the plat shall be shown in bold legible letters, as stated in s. 177.051. The name of the subdivision shall be shown on each sheet included. 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.
- (6) A prominent "north arrow" shall be drawn on every sheet included showing any portion of the lands subdivided. The bearing or azimuth reference shall be clearly stated on the face of the plat in the notes or legend, and, in all cases, the bearings used shall be referenced to some well-established and monumented line.
- (7) Permanent reference monuments must be placed at each corner or change in direction on the boundary of the lands being platted and may not be more than 1,400 feet apart. Where such corners are in an inaccessible place, "P.R.M.s" shall be set on a nearby offset within the boundary of the plat and such offset shall be so noted on the plat. Where corners are found to coincide with a previously set "P.R.M.," the Florida registration number of the professional surveyor and mapper in responsible charge or the certificate of authorization number of the legal entity on the previously set "P.R.M." shall be shown on the new plat or, if unnumbered, shall so state. Permanent reference monuments shall be set before the recording of the plat. The "P.R.M.s" shall be shown on the plat by an appropriate symbol or designation.
- (8) Permanent control points shall be set 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. Such "P.C.P.s" shall be shown on the plat by an appropriate symbol or designation. In those counties or municipalities that do not require subdivision improvements and do not accept bonds or escrow accounts to construct improvements, "P.C.P.s" may be set prior to the recording of the plat and must be set within 1 year of the date the plat was recorded. In the counties or municipalities that require subdivision improvements and have the means of insuring the construction of said improvements, such as bonding requirements, "P.C.P.s" must be set prior to the expiration of the bond or other surety. If the professional surveyor and mapper or legal entity of record is no longer in practice or is not available due to relocation, or when the contractual relationship between the subdivider and professional surveyor and mapper or legal entity has been terminated, the subdivider shall contract with a professional surveyor and mapper or legal entity in good standing to place the "P.C.P.s" within the time allotted.
- (9) Monuments shall be set at all lot corners, points of intersection, and changes of direction of lines within the subdivision which do not require a "P.R.M." or a "P.C.P."; however, a monument need not be set if a monument already exists at such corner, point, or change of direction or when a monument cannot be set due to a physical obstruction. In those counties or municipalities that do not require subdivision improvements and do not accept bonds or escrow accounts to construct improvements, monuments may be set prior to the recording of the plat and must be set at the lot corners before the transfer of the lot. In those counties or municipalities that require subdivision improvements and have the means of ensuring the construction of those improvements, such as bonding requirements, monuments shall be set prior to the expiration of the bond or other surety. *(This subsection continues on next page).*



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- If the professional surveyor and mapper or legal entity of record is no longer in practice or is not available due to relocation, or when the contractual relationship between the subdivider and professional surveyor and mapper or legal entity has been terminated, the subdivider shall contract with a professional surveyor and mapper or legal entity in good standing who shall be allowed to place the monuments within the time allotted.
- (10) The section, township, and range shall appear immediately under the name of the plat on each sheet included, along with the name of the city, town, village, county, and state in which the land being platted is situated.
- (11) Each plat shall show a description of the lands subdivided, and the description shall be the same in the title certification. The description must be so complete that from it, without reference to the plat, the starting point and boundary can be determined.
- (12) The dedications and approvals required by ss. 177.071 and 177.081 must be shown.
- (13) The circuit court clerk's certificate and the professional surveyor and mapper's seal and statement required by s. 177.061 shall be shown.
- (14) All section lines and quarter section lines occurring within the subdivision shall be indicated by lines drawn upon the map or plat, with appropriate words and figures. If the description is by metes and bounds, all information called for, such as the point of commencement, course bearings and distances, and the point of beginning, shall be indicated. If the platted lands are in a land grant or are not included in the subdivision of government surveys, then the boundaries are to be defined by metes and bounds and courses.
- (15) Location, width, and names of all streets, waterways, or other rights-of-way shall be shown, as applicable.
- (16) Location and width of proposed easements and existing easements identified in the title opinion or certification required by s. 177.041(2) shall be shown on the plat or in the notes or legend, and their intended use shall be clearly stated. Where easements are not coincident with property lines, they must be labeled with bearings and distances and tied to the principal lot, tract, or right-of-way.
- (17) All contiguous properties shall be identified by subdivision title, plat book, and page, or, if unplatted, land shall be so designated. If the subdivision platted is a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made; the fact of its being a replat 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.
- (18) All lots shall be numbered either by progressive numbers or, if in blocks, progressively numbered in each block, and the blocks progressively numbered or lettered, except that blocks in numbered additions bearing the same name may be numbered consecutively throughout the several additions.
- (19) Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street easement, and all other areas shown on the plat. When any lot or portion of the subdivision is bounded by an irregular line, the major portion of that lot or subdivision shall be enclosed by a witness line showing complete data, with distances along all lines extended beyond the enclosure to the irregular boundary shown with as much certainty as can be determined or as "more or less," if variable. Lot, block, street, and all other dimensions except to irregular boundaries, shall be shown to a minimum of hundredths of feet. All measurements shall refer to horizontal plane and in accordance with the definition of the U.S. Survey foot or meter adopted by the National Institute of Standards and Technology. All measurements shall use the $39.37/12=3.280833333333$ equation for conversion from a U.S. foot to meters.
- (20) Curvilinear lot lines shall show the radii, arc distances, and central angles. Radial lines will be so designated. Direction of nonradial lines shall be indicated.
- (21) Sufficient angles, bearings, or azimuth to show direction of all lines shall be shown, and all bearings, angles, or azimuth shall be shown to the nearest second of arc.



APPENDIX C:

FINAL PLAT REVIEW CHECKLIST

PERMITTING AND CODE ENFORCEMENT DIVISION

<p>177.091 Plats Made for Recording <i>cont'd</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>(22) The centerlines of all streets shall be shown as follows: noncurved lines: distances together with either angles, bearings, or azimuths; curved lines: arc distances, central angles, and radii, together with chord and chord bearing or azimuths.</p> <p>(23) Park and recreation parcels as applicable shall be so designated.</p> <p>(24) All interior excepted parcels as described in the description of the lands being subdivided shall be clearly indicated and labeled "Not a part of this plat."</p> <p>(25) The purpose of all areas dedicated must be clearly indicated or stated on the plat.</p> <p>(26) When it is not possible to show line or curve data information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies.</p> <p>(27) 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."</p> <p>(28) All platted utility easements shall provide that such easements shall also be easements for the construction, installation, maintenance, and operation of cable television services; provided, 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. In the event a cable television company damages the facilities of a public utility, it shall be solely responsible for the damages. This section shall not apply to those private easements granted to or obtained by a particular electric, telephone, gas, or other public utility. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety Code as adopted by the Florida Public Service Commission.</p> <p>(29) A legend of all symbols and abbreviations shall be shown.</p>
<p>177.101 Vacation & Annulment of Plats Subdividing Land</p>	<input type="checkbox"/>	<p>The approval of a replat by the governing body of a local government, which encompasses lands embraced in all or part of a prior plat filed of public record shall, upon recordation of the replat, automatically and simultaneously vacate and annul all of the prior plat encompassed by the replat. Therefore all previously platted land labels and references must be removed and relabeled and referenced upon the replat.</p>
<p>177 Part 2</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>1) Every surveyor and mapper not under contract to the department for the execution of this act who, in any survey or resurvey made under his or her direction, identifies, recovers, reestablishes, remonuments, restores, or uses as control a public land survey corner or corner accessory must, within 90 days after completion of the survey, file with the department a certified corner record for each such corner or corner accessory, unless the corner or its accessories are substantially as described in a previously filed corner record. The record shall be signed, embossed with the official seal of the surveyor and mapper, and produced on material suitable for reproduction or microfilming. The 90-day limitation may be extended with permission of the department. All such certified corner records shall be accepted and filed with the department without further inspection or approval of any public body or officer, if prepared in accordance with the criteria set forth in subsection (3).</p> <p>2) In every case in which a certified corner record of a public land survey corner is filed under the provisions of this act, the surveyor and mapper must reconstruct or rehabilitate the monument of such corner and accessories to such corner, so as to make them as permanent as is reasonably possible and to facilitate their location in the future.</p>



APPENDIX C: FINAL PLAT REVIEW CHECKLIST

PERMITTING AND CODE ENFORCEMENT DIVISION

EXAMPLE OF DEDICATION BLOCKS

PLATBOOK	PAGE
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DEDICATION

KNOW ALL BY THESE PRESENTS, That _____
Being the owner in fee simple of the lands described in the foregoing caption to this plat, hereby dedicates said lands and plat for the uses and purposes therein expressed and dedicates the _____
Shown heron to the perpetual use of the public.

IN WITNESS THEREOF, has caused these presents to be signed and attested to by the officers named below and its seal affixed hereto on _____

By: _____ Printed Name _____

Attest: _____ Printed Name _____

Signed and sealed in the presence of:

Printed Name _____

Printed Name _____

STATE OF _____ COUNTY OF _____ THIS IS TO CERTIFY, That on _____
before me, an officer dully authorized to take acknowledgements in the State and County aforesaid, personally appeared

_____ and _____

Respectively _____ and _____

Of the above named Corporation Incorporated under the laws of _____
Described in and who executed the foregoing dedication an severally acknowledged the execution thereof to be their free act and deed as such officers thereto duly authorized: that the official seal of said Corporation affixed hereto: and that the said dedication is the act and deed of said Corporation.

IN WITNESS WHEREOF, I have hereto set my hand and seal on the above date.

NOTARY PUBLIC _____ My Commission Expires _____

QUALIFICATION STATEMENT OF SURVEYOR AND MAPPER

KNOW BY ALL THESE PRESENTS. That the undersigned, being a professional surveyor and surveyor and mapper that has prepared the foregoing plat and was made under my direction and supervision and that the plat complies with all of the survey requirements of Chapter 177, Florida Statutes: and that said land is located in the City of Orlando, Orange County, Florida.

Dated: _____
Registration Number _____

Signed: _____
Surveyor's Name
Company or Entity
Address
City, State Zip Code



APPENDIX C: FINAL PLAT REVIEW CHECKLIST

PERMITTING AND CODE ENFORCEMENT DIVISION

EXAMPLE OF DEDICATION BLOCKS

CERTIFICATE OF APPROVAL BY MUNICIPALITY

THIS IS TO CERTIFY, That on the _____, _____ Approved the foregoing plat.

MAYOR _____

ATTEST: _____ City Clerk _____

CERTIFICATE OF APPROVAL BY CITY PLANNING AND DEVELOPMENT DIRECTOR

Examined and Approved: _____ Date _____

Director of Planning & Development _____

CERTIFICATE OF APPROVAL BY CITY ENGINEER

Examined and Approved: _____ Date _____

City Engineer _____

CERTIFICATE OF REVIEW BY CITY SURVEYOR

Reviewed for conformity to Florida State Statute 177

City Surveyor _____ Date _____

CERTIFICATE OF COUNTY COMPTROLLER

I HEREBY CERTIFY that the foregoing plat was recorded in the Orange County Official Records

on _____ as File No. _____.

County Comptroller in and for Orange County, Florida

BY _____

Return to:

City of Orlando
Permitting & Code Enforcement Division
400 S. Orange Avenue, Lobby Floor
Orlando, Florida 32802



JOINDER & CONSENT TO PLAT (INDIVIDUAL)

THE UNDERSIGNED hereby certifies that it is the holder of a mortgage, lien or other encumbrance upon the following described property:

See Attached Exhibit "A"

and that the undersigned hereby joins in and consents to the platting of a subdivision of the lands described above by the owner thereof, and agrees that its mortgage, lien or other encumbrance, which is recorded in Official Records Book _____, Page _____, in the Public Records of _____ shall be subordinated to the above plat.

IN WITNESS WHEREOF, the undersigned has caused these presents to be executed by its undersigned officer this _____ day of _____, 20____.

Signed, sealed and delivered in the presence of:

WITNESS:

Name: _____

By: _____

Print: _____

Print: _____

Title: _____

Name: _____

Print: _____

STATE OF _____

COUNTY OF _____

THIS IS TO CERTIFY, that on the _____ day of _____, 20____, before me, an officer duly authorized to take acknowledgments in the State and County aforesaid, personally appeared _____, personally known to me, or who produced _____ as identification, as the individual and officer described in and who executed the foregoing instrument and acknowledged the execution thereof to be his/her free act and deed as such officer thereunto duly authorized; that the official seal of said corporation is duly affixed thereto; and who did/did not take an oath;

WITNESS my hand and official seal, this _____ day of _____, 20____.

Notary Public

Notary Seal

Print Name
My Commission Expires

Return to:

City of Orlando
Permitting & Code Enforcement Division
400 S. Orange Avenue, Lobby Floor
Orlando, Florida 32802



JOINDER & CONSENT TO PLAT (CORPORATION)

THE UNDERSIGNED hereby certifies that it is the holder of a mortgage, lien or other encumbrance upon the following described property:

See Attached Exhibit "A"

and that the undersigned hereby joins in and consents to the platting of a subdivision of the lands described above by the owner thereof, and agrees that its mortgage, lien or other encumbrance, which is recorded in Official Records Book _____, Page _____, in the Public Records of _____ shall be subordinated to the above plat.

IN WITNESS WHEREOF, the undersigned has caused these presents to be executed by its undersigned officer this _____ day of _____, 20____.

Signed, sealed and delivered in the presence of:

WITNESS:

Name: _____

Print: _____

Name: _____

Print: _____

By: _____

Print: _____

Title: _____

(CORPORATE SEAL)

STATE OF _____

COUNTY OF _____

THIS IS TO CERTIFY, that on the _____ day of _____, 20____, before me, an officer duly authorized to take acknowledgments in the State and County aforesaid, personally appeared _____, as _____ of the above named corporation, personally known to me, or who produced _____ as identification, as the individual and officer described in and who executed the foregoing instrument and acknowledged the execution thereof to be his/her free act and deed as such officer thereunto duly authorized; that the official seal of said corporation is duly affixed thereto; and who did/did not take an oath;

WITNESS my hand and official seal, this _____ day of _____, 20____.

Notary Public

Print Name
My Commission Expires

Notary Seal