



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, to 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 Parts I & III. 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 submittal and plat, the Title Opinion or Property Information Report in ProjectDox. 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. A signed and sealed boundary and topographic survey must be submitted with the final mylar for it to be approved.

The Office of Legal Affairs reviews the final plat and the Title Opinion or Property Information Report prepared by a title company 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 and the City's Engineering Standards Manual.

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 second field check is required, the Surveyor in responsible charge will be required to have staff 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 407-246-2788. By signing this checklist I am affirming that the requirements in this checklist have been read and the submittal is in compliance of said requirements.

Professional Surveyor and Mapper Signature and Seal

Date



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<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>



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cont'd

- (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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<p>177.091 Plats Made for Recording cont'd</p>	<p>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.</p> <p><input type="checkbox"/> (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.</p> <p><input type="checkbox"/> (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.</p> <p><input type="checkbox"/> (12) The dedications and approvals required by ss. 177.071 and 177.081 must be shown.</p> <p><input type="checkbox"/> (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.</p> <p><input type="checkbox"/> (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.</p> <p><input type="checkbox"/> (15) Location, width, and names of all streets, waterways, or other rights-of-way shall be shown, as applicable.</p> <p><input type="checkbox"/> (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.</p> <p><input type="checkbox"/> (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.</p> <p><input type="checkbox"/> (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.</p> <p><input type="checkbox"/> (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.</p> <p><input type="checkbox"/> (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.</p> <p><input type="checkbox"/> (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.</p>
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<p>177.101 Vacation & An- nulment 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 III</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>

