



## Final Plat Checklist

1. Submittal of Final document in compliance with Section 12-44 of the Code of Ordinance.
2. Submittal of approved Preliminary Plat.
3. Stamped approved Site Plan.
4. Land dedication payment.
5. Construction cost estimate.
6. Justification statement of any changes from Preliminary Plat to Final Plat or state none.
7. Proof of permits from outside agencies.
8. Boundary Survey.
9. Letter of Irrevocable Credit
10. Subdivision Contract
11. Required Fee per Final Plat Worksheet
12. Warranty Deed.

### Procedure for final plat and final plat approval.

- (a) General procedure: If the preliminary plat application is approved by the city council, a final plat application shall be submitted to the development and neighborhood services department along with all fees as are prescribed in a resolution adopted by the city council (as amended from time to time). The original final plat application shall be submitted with one (1) copy of the application and three (3) full-size copies and fifteen (15) reduced-sized copies of the final plat, or as may be otherwise required in the development and neighborhood services department's application submittal checklist.
- (b) General requirements: The final plat and all related plans shall conform to the approved site and development plan, the approved preliminary plat, the City Code, and the City's Comprehensive Plan. The final plat shall also conform to any requirements under federal, state, and local law and any local conditions which may have changed after the approval of the preliminary plat including, but not limited to, concurrency requirements. The approval of the preliminary plat in no way reserves capacity for the purposes of concurrency and approval of the final plat. At the option of the subdivider, the final plat may constitute only that portion or phase of the approved site and development plan which the subdivider proposes to record and/or develop at the time; provided, however, that such portion or phase shall conform to all requirements set forth herein. The development and neighborhood services department shall review the final plat for conformance with the foregoing and all applicable federal, state, and local law and any local conditions which may have changed after the approval of the preliminary plat including, but not limited to,

concurrency requirements. The development and neighborhood services department shall also review the final plat for conformance with the following requirements:

- (1) The final plat shall conform with F.S. Ch. 177, and shall be clearly and legibly drawn, on mylar, to a scale no smaller than one hundred (100) feet to the inch provided, however; that a scale of two hundred (200) feet to the inch may be used for large areas upon written approval of the city engineer. Individual sheets, their size, marginal lines, and other drafting considerations shall comply with accepted standards for the recording of plats. Where the final plat of a proposed subdivision requires more than one (1) sheet, each sheet shall be keyed to a master map with appropriate marks of identification.
  - (2) A construction cost estimate shall be submitted providing the estimated cost of installing all improvements. Such estimates shall be prepared by the project engineer and shall be based upon recent bid information. As an alternative, bids of two (2) licensed contractors or a copy of an executed contract for the installation of the improvements may be submitted.
  - (3) Land dedication or acceptable payment in lieu in accordance with Article IV of this chapter shall be executed or collected in a form acceptable to the city prior to the scheduled city council hearing.
  - (4) When the final plat is approved, it shall be signed in the spaces provided by the city engineer, the city manager, and the mayor and be attested to by the city clerk and affixed with the city's seal.
  - (5) The subdivider shall file a true copy of the plat, as approved, with the Clerk of the Circuit Court of Palm Beach County, Florida. One copy of the recorded final plat shall be provided to the City of Greenacres on mylar and shall be maintained as permanent record.
  - (6) Any change in a recorded plat shall be made in accordance with F.S. Ch. 177.
  - (7) The vacation of any recorded plat shall be made in accordance with F.S. Ch. 177.
- (c) Submittal requirements: The final plat shall be drawn to a scale no smaller than one hundred (100) feet to the inch; provided, however, that a scale of two hundred (200) feet to the inch may be used for large areas upon written approval of the city engineer. Size of sheets shall be twenty-four (24) inches by thirty-six (36) inches and shall contain or be accompanied by the following:
- (1) Name of proposed subdivision. The name shall not duplicate or closely approximate the name of any other subdivision recorded in the Public Records of Palm Beach County.
  - (2) Location sketch, showing the plat in relation to nearby streets and to city limits.
  - (3) Date, north arrow, and scale.
  - (4) Legal description of the property being platted.
  - (5) A copy of the title documentation that was used to create the plat. The title documentation may be either a title certificate, title commitment, title insurance, or an attorney's opinion of title, and shall include a legal description that matches the plat;

the date through which the public records were searched; the names of all owners of record; the names of all mortgage holders of record and if there are no mortgages, it shall so state; a listing of all easements and rights-of-way lying within the plat boundaries and if there are none, it shall so state; a listing of all easements and rights-of-way of record which abut the plat boundaries and are necessary for legal access to the plat and if there are none, it shall so state.

- (6) Boundary line of the parcel to be subdivided, drawn accurately to scale, labeled as "limit of plat", and with accurate linear and angular dimensions, in conformance with the legal description of the parcel.
- (7) Location and name of adjacent subdivisions, including plat book and page, the depiction of adjacent parcels, lots, easements and rights-of-way and the instrument of record labeled.
- (8) All existing streets and alleys on or adjacent to the tract, including name, classification, and right-of-way width. Existing streets shall be dimensioned to tract boundaries.
- (9) Name of subdivider and address.
- (10) Name, address, and seal of registered surveyor responsible for the plat and accepted data.
- (11) All existing property lines, easements, and rights-of-way within the plat, the purpose for which the easements or rights-of-way have been established and the instrument of record labeled.
- (12) Location, width and dimensions of all proposed streets, alleys, rights-of-way, and easements, indicating purpose of easements, including an indication of the purpose of each easement.
- (13) Proposed lot lines or parcels with dimensions.
- (14) The developer shall indicate vacation of existing right-of-way within the subdivision if vacation of existing right-of-way within the subdivision is necessary for recording of new plat.
- (15) Parcels, if any, to be reserved or dedicated for parks, playgrounds, or other public uses with dimensions.
- (16) Parcels, if any, for multiple-family dwelling, shopping center, house of worship, industry, or other nonpublic use exclusive of single-family residential uses, with dimensions.
- (17) Parcel data, in tabular form, including total area of the plat, number/letter designations and areas of residential lots, parcels, areas in parks, right-of-way dedications and other uses. These areas will be depicted in square feet (rounded to the nearest foot) and acreage (rounded to the nearest thousandth of an acre).
- (18) Dedications. The purpose of all reserved areas shown on the plat shall be defined in the dedication on the plat. All areas reserved for use by the residents of the subdivision shall be so dedicated and all areas reserved for public use, such as parks, rights-of-way for roads, streets, or alleys, however the same may be designated shall be dedicated to a particular public agency. Easements for utilities, rights-of-way and

easements for drainage purposes and any other area, however designated, shall be dedicated by the owner of the land at the time the plat is recorded.

- (19) Mortgagee's consent and approval. All mortgages along with the mortgagee's consent and approval of the dedication shall be required on all plats where mortgages encumber the land to be platted. The signature(s) of the mortgagee or mortgagees, as the case may be, must be witnessed and the execution must be acknowledged. In case the mortgagee is a corporation, the consent and approval shall be signed on behalf of the corporation by the president or vice president and the secretary or an assistant secretary, respectively, by and with the authority of the board of directors as evidenced by a resolution adopted thereby.
- (20) Certification of surveyor. The plat shall contain the signature, registration number and official seal of the land surveyor, certifying that the plat is a true and correct representation of the land surveyed under his responsible direction and supervision and that the survey data compiled and shown on the plat complies with all the requirements of F.S. ch. 177, as amended, and this chapter. The certification shall also state that Permanent Reference Monuments (PRMs) have been set in compliance with F.S. ch. 177, as amended, and this chapter, and the Permanent Control Points (PCPs) will be set under the direction and supervision of the surveyor within one year from the date the plat was recorded. When plats are recorded and improvements are to be accomplished under surety posted as provided for by this chapter, the required improvements and surety shall include PCPs.
- (21) Certification of title. Title certification shall be contained on the face or first page of the plat. The title certificate shall state:
  - a. That the lands as described and shown on the plat are in the name, and apparent record-title is held by the person, persons, or organizations executing the dedication;
  - b. That all taxes and city special assessments, fees, fines, and liens have been paid on said lands; and,
  - c. All mortgages on the land and their official record book and page number. The title certification must be an opinion of an attorney-at-law licensed in Florida, or the certification of an abstractor or a title insurance company licensed in Florida.
- (22) Instrument prepared by. The name and address of the natural person who prepared the plat shall be contained on the plat. The name and address shall be in statement form consisting of the words,

"This instrument was prepared by  
\_\_\_\_\_ Name  
\_\_\_\_\_ Address"
- (23) Survey submittal. F.S. § 177.041(1), requires a boundary survey to accompany the plat at time of submittal. In addition to the boundary, this survey shall depict the following:
  - a. All existing watercourses, drainage ditches, canals, and bodies of water on or adjacent to the proposed subdivision.

- b. All existing improvements on the proposed subdivision and all existing sewers, water mains, culverts, fire hydrants, underground or aboveground utilities on or adjacent to the proposed subdivision.
  - c. All easements and rights-of-way within the site as shown in the title documentation and all adjacent improvements.
- (24) Plat review. In accordance with F.S. § 177.081(1), the plat will be reviewed for conformity with said Chapter 177 by a professional surveyor or mapper either employed by or under contract to the City of Greenacres. The following certification shall be placed on the first page of the plat:

It is hereby certified that the undersigned Professional Surveyor for the City of Greenacres and duly licensed in the State of Florida has reviewed the Plat for conformity with the requirements of Chapter 177, Florida Statutes.

Date: \_\_\_\_\_

By: \_\_\_\_\_

- (d) A final plat application shall be reviewed and approved administratively if there are no changes from the preliminary plat to the final plat. If changes have been made or are required to be made subsequent to preliminary plat approval, the development and neighborhood services director or designee shall determine whether the final plat must be considered by city council or the changes are minor in nature. If the changes are minor in nature, the development and neighborhood services director or designee may approve the final plat. Minor changes may include but are not limited to the following:
- (1) Realignment of an internal roadway or curb cut to improve traffic flow, turn movements or other safety considerations.
  - (2) Relocate parking or retention areas within the site to increase percolation or reduce runoff from the site (over and above the approved site plan).
  - (3) Add or delete less than five (5) percent of the square footage of any lot for the project or add or delete less than five (5) percent of street frontage or lot width for any lot of the project as long as other code requirements are met.
  - (4) Decrease density, height, intensity, or permeable surface coverage.
  - (5) Relocate easements or utilities to provide more effective service levels.
  - (6) Any other changes as determined by the development and neighborhood director or designee to be minor in nature.

The development and neighborhood services director or designee reserves the right to require a final plat to be reviewed by city council if the changes made to the final plat are of such a nature that further city council review is deemed necessary in the director's or designee's sole discretion.

- (e) Qualification of person preparing plat: Every subdivision of lands made through these provisions shall be made under the responsible direction and supervision of a land surveyor, registered in the State of Florida, who shall certify on the plat that the plat is a true and correct representation of the lands surveyed, that the survey was made under his responsible direction and supervision, and that the survey data complies with all of the requirements of these regulations. The certification shall bear the signature, registration number and the official seal of the land surveyor.

- (f) Irrevocable Letter of Credit: Prior to the time the final plat of a subdivision is executed on behalf of the city, the subdivider shall provide the development and neighborhood services department with an executed subdivision contract and irrevocable letter of credit as follows:
- (1) A subdivision contract, executed in three (3) copies, between the city and the subdivider for construction of required improvements. The contract shall be for a term of two (2) years, shall provide that the city may use the irrevocable letter of credit to complete the required improvements in the event of the developer's default, and shall be in a form approved by the city attorney. The contract shall also provide that the city has a right to place a lien on the property for the cost of any repairs which are not covered by the letter of credit. The development and neighborhood services director or designee, may extend the period of construction for up to an additional two (2) year period for good cause shown along with extensions of the subdivision contract and irrevocable letter of credit which cover the extension timeframe plus six (6) months. Said extension shall not be unreasonably withheld and construction is to be completed within four (4) years. If construction is not completed within four (4) years, the city without notice and any obligation to the subdivider may use the letter of credit to pay for the removal of any and all improvements and lien the property if additional costs are incurred by the city in removing any and all improvements.
  - (2) An irrevocable letter of credit of one hundred ten (110) percent of the cost of the grading, drainage, paving and sidewalk components of the required improvements as defined in Article III of this chapter shall be given to the city. Said letter of credit must be in the form acceptable to the city attorney and issued by a nationally recognized and licensed bank with a local branch office in Palm Beach County, Florida.
  - (g) Outside agency approvals and city engineering permit: Prior to the time the final plat of a subdivision is executed on behalf of the city, the subdivider shall provide proof of all outside agency approvals, which shall be reviewed and approved by the city engineer or designee. In addition, a city engineering permit shall be prepared and ready for issuance within thirty (30) days of execution of the final plat on behalf of the city.