

Item Addressed and/or Submitted	Private Subdivision	Commercial Single Lot	Com'l or Resd'l Subdivision	Villas or Townhomes	<p style="text-align: center;"><u>PLATTING CHECK LIST</u></p> <p style="text-align: center;">A COMPILATION OF THE REQUIREMENTS FOUND IN CHAPTER 177 OF THE STATUTES FOR THE STATE OF FLORIDA AND SECTION 154 OF THE PINELLAS COUNTY CODE BOOK.</p> <p style="text-align: center;">* THE PLAT MUST MATCH THE FAA PLANS</p>
	✓		✓	✓	1. Letters of no objection from the following:
	✓		✓	✓	a) U.S. Postal Service (street names)
	✓	✓	✓	✓	b) 911 Communications (street names)
	✓	✓	✓	✓	c) Progress Energy (easements)
	✓	✓	✓	✓	d) Telephone (Verizon) (easements)
	✓	✓	✓	✓	e) Cable Television (easements)
	✓		✓	✓	f) Gas, if applicable (easements)
	✓		✓	✓	g) Water and/or Sanitary Sewer if supplied by a City or Private Utility (easements)
	✓	✓	✓	✓	2. Six (6) copies of the proposed record plat (a digital copy also, if available)
	✓	✓	✓	✓	3. (FS 177.041) Every plat or replat of a subdivision submitted to the approving agency of the local governing body must be accompanied by:
					a) Two (2) copies of the boundary survey which meets the standards set forth in F.A.C. 5J-14 Standards of Practice (whenever possible enclose copies of all documents shown on survey not listed in title letter).
					b) Two (2) copies of, the title opinion of an attorney at law licensed in Florida, or a certification by a title company showing that record title to the land, as described and shown on the plat, is in the name of the person, persons, corporation, or entity executing the dedication. All mortgages not satisfied or released of record nor otherwise terminated by law must be included. The plat description must be the same as the title certification description. The title letter must have the description of the property as part of the title letter, and not attached as an exhibit. The document must include a 30-year search and enclose copies of all documents listed. ★
	✓	✓	✓	✓	4. The Plat Review fee and resubmittal fee as listed in the current fee schedule.
			✓		5. Street sign fee – Quote will be sent with plat review. Check to be made payable to Pinellas County Board of County Commissioners and must be submitted with the submittal of the revised plat.
	✓			✓	6. Private Street Sign Guarantee Letter – Signs on private streets to be installed in accordance with the M.U.T.C.D. Manual. ★

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	✓	✓	✓	✓	7. P.R.M., P.C.P., and lot monument Inspection. The Surveyor must notify this office one (1) week prior to setting and flagging the P.R.M.s, P.C.P.s and lot monuments. Do not set these monuments until construction is at a point where they will not be destroyed. A bond for the PCPs and lot monuments is an option. When the monuments are set let the Survey Division know, so the inspection of the monuments can be completed. Each monument should be viewed, marked by a witness, and verified that the plat description matches what is set in the field prior to notifying the county to inspect the monuments. Monument stampings must meet the F.S. 177 Part 1 requirements. PRMs will be required before the plat can be recorded.
	✓	✓	✓	✓	8. The original mylar and a Photographic fixed line mylar of the plat, signed and sealed (including the Conformity Surveyor's signature) must be submitted to this office <u>no later than six (6) weeks prior to the BCC meeting you are requesting the plat to be placed on.</u> All signatures, seals, and stamps must be in permanent black ink and all seals must be readable. Three (3) paper copies are required after the Conformity Surveyor has signed.
	✓		✓	✓	9. The original Sidewalk Guarantee form signed (use blue ink) and notarized ★
	✓		✓	✓	10. Engineer's Certification on Design (signed and sealed) ★
	✓	✓	✓	✓	11. Clerk's release – A copy of the signed and sealed plat by all parties including the Conformity Surveyor, an original title certification letter in the proper format, and the recording fee in the amount of the current fee schedule is required <u>a minimum of six (6) weeks prior to the date of the BCC agenda that you want the plat placed on.</u> Make check payable to the Clerk of the Circuit Court.
	✓	✓	✓	✓	12. (FS 177.101) The developer must submit proof that they have fee simple title to that part of the tract covered by a proposed replat of a previously recorded plat, and it must be further shown that the vacation by the governing body of the county will not affect the ownership or right of convenient access of persons owning other parts of the subdivision. Upon their application for vacating the affected portion of the previously dedicated plat and rights of ways, all items listed in FS 177.101 (4) must be completed: "Persons making application for vacations of plats either in whole or in part shall give notice of their intention to apply to the governing body of the county to vacate said plat by publishing legal notice in a newspaper of general circulation in the county in which the tract or parcel of land is located, in not less than two weekly issues of said paper, and must attach to the petition for the vacation the proof of such publication, together with certificates showing that all state and county taxes have been paid. ... the taxes shall be deemed to have been paid if, in addition to any partial payments under S. 194.171, the owner of the platted lands sought to be vacated shall post a cash bond, ...".

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	✓	✓	✓	✓	<p>13. (FS 177.091-1, 2, & 4) The plat must be:</p> <p>a) An original drawing made with black permanent drawing ink or varitype process on a good grade linen tracing cloth or with a suitable permanent black drawing ink on a stable base film, a minimum of 0.003 inches thick, coated upon completion with a suitable plastic material to prevent flaking and to assure permanent legibility; or a non-adhered scaled print on a stable base film made by photographic processes from a film scribing tested for residual hypo testing solution to assure permanency. Marginal lines, standard certificates and approval forms must be printed on the plat with a permanent black drawing ink.</p> <p>b) A photographic mylar copy of the original drawing must be submitted with the original drawing together with a paper copy of same.</p> <p>c) The overall size of each sheet must be 22" high by 28" wide, and must be drawn or printed with a marginal line completely around each sheet and placed so as to leave a 3 inch margin on the left side of the plat for binding purposes and a 1 inch margin on each of the remaining three sides.</p> <p>d) In all cases, the minimum scale is one inch equals 100 feet and the minimum size for lettering is 1/10th of an inch high (Arial 12 or Leroy 120 for AutoCADD).</p>
	✓	✓	✓	✓	<p>14. (FS. 177.051 and 177.091-5) The subdivision name must be shown on each sheet with text of the same size and type. The name of the subdivision must be within the dedication. The subdivision plat must contain a dedication by the owner(s).</p>
	✓	✓	✓	✓	<p>15. (FS 177.061) The plat certification must bear the signature, registration number and seal of the surveyor and mapper, and must state "... this plat was prepared under his or her (my) direction and supervision and complies with all of the survey requirements of Chapter 177, Part 1 Florida Statutes ". Directly under the certification, the entity address and certificate of authorization number is required.</p>
	✓	✓	✓	✓	<p>16. (FS 177.071) Approval of plat by governing bodies. Three columns may be used for the front sheet. The description is in the upper left column. The dedication follows below the description, with acknowledgements, mortgage statements, and other information as needed. The third column / right column will have the County Commission certificate followed by the County Clerk certificate, conformity statement, and the surveyor certificate. All streets, alleys, easements, rights-of-way, and public areas shown within the plat, unless otherwise stated, must be dedicated to the general public. Conservation easements must be dedicated to Pinellas County or other entity required by FS 704.06.</p>

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	✓	✓	✓	✓	17. (FS 177.091-3) When more than one sheet must be used, an index or key map must be included. Clearly labeled match lines to show where other sheets match or adjoin are requested.
	✓	✓	✓	✓	18. (FS 177.091-4) The scale must be stated and illustrated by a graphic scale on each drawing sheet.
	✓	✓	✓	✓	19. (FS 177.091-6) A prominent "north arrow" must be included on each drawing sheet. The specific basis of bearing reference line must be stated, and in all cases, the line must be referenced from some well-established and monumented line.
	✓	✓	✓	✓	20. (FS 177.091-7) P.R.M.s must be placed at each corner and change of direction on the boundary, and not more than 1,400 feet apart. Where such corners are found in an inaccessible place, "PRMs must be set on a nearby offset within the boundary of the plat and such offset must be so noted on the plat. Where corners are found to coincide with a previously set "P.R.M.," the description of the monument and license number of the responsible surveyor must be shown. P.R.M.s must be set before the plat is recorded, and shown by an appropriate symbol or designation.
	✓	✓	✓	✓	21. (FS 177.091-8) P.C.P.s must be set at 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. P.C.P.s must be shown on the plat by an appropriate symbol or designation.
	✓	✓	✓	✓	22. (FS 177.091-9) Monuments must 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.". A bond may be substituted for the lot corner monument requirements, and proof of the bond must be submitted. The plat must note which corners have been bonded. Corners must be shown on the plat by an appropriate symbol or designation.
	✓	✓	✓	✓	23. (FS 177.091-10) The section, township, and range must appear immediately under the name of the plat on each sheet. The City name and/or Pinellas County, Florida must be stated under the section, township, and range.
	✓	✓	✓	✓	24. (FS 177.091-11) Each plat must show a description of the lands subdivided, and the description must be the same in the title certification letter. The description must be so complete that from it, without reference to the plat, the starting point and boundary can be determined.
	✓	✓	✓	✓	25. (FS 177.091-14) All information called for in a metes and bounds description, such as the point of commencement, course bearing and distances, and the point of beginning, must be included. All section lines, quarter section lines, and government lot lines occurring within the subdivision must be indicated.

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	✓	✓	✓	✓	26. (FS 177.091-15) Location, width, and names of all streets, waterways, or other rights-of-way must be shown. Document references from the public records must be shown.
	✓	✓	✓	✓	27. (FS 177.091-16) Location and width of proposed and existing easements identified must be shown on the plat or in the notes, and their intended use must 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. Documentation references from the public records must be shown, if provided to the surveyor.
	✓	✓	✓	✓	28. (FS 177.091-17) All contiguous properties must be identified by subdivision title, plat book, and page, or, if unplatted, land must be so designated. All adjacent lot lines must be shown with lot or tract labels. Regarding replats, sufficient ties must be shown to controlling lines of a previous plat to permit an overlay to be made. The subtitle must state the name of the subdivision being replatted and the recording reference.
	✓	✓	✓	✓	29. (FS 177.091-18) All lots must 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.
	✓	✓	✓	✓	30. (FS 177.091-19) Sufficient survey data must be shown to positively describe the bounds of all areas shown on the plat.
	✓	✓	✓	✓	31. (FS 177.091-20) Curvilinear lot lines must show the following: arc distances, central angles, and radii, together with chord and chord bearing or azimuths. Radial lines must be so designated. Direction of nonradial lines must be indicated. Non-tangent curves must be so designated.
	✓	✓	✓	✓	32. (FS 177.091-21) Angles, bearings, or azimuth to show direction of all lines must be shown, and all bearings, angles, or azimuth must be shown to the nearest second of arc.
	✓	✓	✓	✓	33. (FS 177.091-25) All areas on the plat must be clearly shown and the purpose indicated. All interior excepted parcels as described in the description of the lands being subdivided must be clearly indicated and labeled "Not a part of this plat". Unusable strips will not be permitted.
	✓	✓	✓	✓	34. (FS 177.091-26) Line and curve tables must appear on the sheet to which the information applies.
	✓	✓	✓	✓	35. (FS 177.091-27) The plat must include, in a prominent place, the following statement: "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."

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	✓	✓	✓	✓	36. (FS 177.091-28) The plat must include, in a prominent place, the following statement: "All public utility easements must 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."
	✓	✓	✓	✓	37. (FS 177.091-29) A legend of all symbols and abbreviations must be shown.
	✓	✓	✓	✓	38. The centerlines of all streets must be shown as follows: noncurved lines : distances together with either bearings or azimuths; curved lines : arc distances, central angles, and radii, together with chord and chord bearing or azimuth.
	✓	✓	✓	✓	39. Park and recreation parcels as applicable must be so designated.
	✓		✓	✓	40. Street names must be no longer than 14 characters (including spaces and abbreviated suffix) and must conform to the following: <ul style="list-style-type: none"> a) Each street must have one correct name. Avoid the use of directionals and suffixes to change street names at changes in direction. b) Avoid the assignment of a primary street name that is also used as a suffix (Court Street, South Blvd.). c) Avoid sound alike names (Beech and Beach, Main and Maine) d) Acceptable suffix abbreviations are (Dr, Ave, Ct, Pl, St, Blvd, Pkwy, Cir, Ln, Rd, Terr, Way, and Cswy)
	✓		✓	✓	41. Platting prior to the completion of improvements requires the submittal of the following items: <ul style="list-style-type: none"> a) A cost estimate for 110% of the cost to build the infrastructure. This cost estimate must be signed and sealed by a Florida Registered Professional Engineer. ★ b) A completion bond or irrevocable letter of credit with the owner/developer as Principal, for the amount of the cost estimate. ★
					42. Platting after the completion of improvements requires the submittal of the following items:

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	✓		✓	✓	a) A cost estimate for 110% of the cost to build the infrastructure. This cost estimate must be signed and sealed by a Florida Registered Professional Engineer. ★ b) A maintenance bond or irrevocable letter of credit with the owner/developer as Principal, for 20% of the cost estimate. ★ c) The Engineer's Certification on Completion. ★ d) Highway's letter of final inspection and acceptance of the roads as complete. e) Pinellas County Utilities Department acceptance on completion of the water and/or sanitary sewer systems; or acceptance by the City or Private Utility provider if applicable. f) Subdivider's Affidavit. ★ g) Inspection and approval of the setting of the PCPs and Lot Monuments by the Surveyor responsible for the Conformity Review for the County.
	✓			✓	43. As of January 1, 1993 all private subdivisions must be constructed prior to the plat being recorded unless a Payment & Escrow agreement is approved by the County Attorney's office prior to the plat being accepted for submittal to the BCC. ★

Submitted by:

Name of signing surveyor

Date

LS/LB number

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