Plat Review Checklist

Department of Planning & Development Services
300 North Park Avenue, Sanford, Florida 32771
Phone: 407.688.5140 **Fax:** 407.688.5141
www.sanfordfl.gov

Plat Name: _____

Required Information

The following items are required on all Plat submittals:

- ☐ Legal Description
- ☐ Dedication listing all reservations and easements
- ☐ Tracts (Retention, Conservation, Wall Common Areas, etc.)
  - Ownership
  - Maintenance
- ☐ Easements (Drainage, Utility, etc.)
  - Ownership
  - Maintenance
- ☐ Rights-of-Way
  - Ownership
  - Maintenance
- ☐ Street Names (All street names must be approved by City)
- ☐ Setbacks
  - Front
  - Side
  - Rear
- ☐ Signature Blocks
  - Owner (signed by all owners)
  - Preparing Surveyor
  - City Surveyor
  - Mortgage Holder
  - Planning and Zoning Approval
  - City Administrative Official
  - Certificate of the clerk (Seminole County)

Additional Items Required

- Boundary Survey
- Title Opinion
- Completed Application
- Ten (10) full-size copies of the plat
- Two (2) 11” x 17” copies of the plat
- Payment of fees (if not paid with the Subdivision Improvement Plan)
- Payment of fees for review by City Surveyor (fee determined by surveyor selected)

Incomplete Submittals Will Not Be Accepted

Applicants with Incomplete Submittals dropped off or delivered by courier will be notified by phone or Email, If the submittal package is not picked up within 10 days of notice it will be discarded & any check returned by mail.