FINAL PLAT SUBMITTAL REQUIREMENTS
City of Sanford

All Final Plats and required supplementary material for major subdivision applications shall cover the entire parcel covered by a Preliminary Subdivision Plan for the parcel in question that has been approved in accordance with Section 6.5. The Final Plat shall conform to the Preliminary Subdivision Plan in all respects except that minor variations in dimensions and alignment resulting from the more exact final computations and plotting will be permitted. In addition to the provisions set forth herein, all final plats shall meet the requirements of Chapter 177, F.S., Land Boundaries.

All Final Plats for minor and major subdivision applications shall contain at least the following data and information. In addition to the final plat requirements, the City may require stipulations and conditions upon minor subdivision applications.

A. Final Plat Sheet Format. Final Plats shall be drawn at a scale of one inch to 100 feet or larger. The sheet size for final plats shall be 20 inches by 24 inches. A three inch margin shall be provided on the left side of each sheet for binding and a one inch margin shall be provided on all other sides of each sheet. Original sheets shall be of a durable reproducible Mylar. Drafting shall be with black, permanent ink. North orientation shall be toward the top of each sheet. Lettering shall read from the bottom of the sheet or the right side of the sheet. No letter or number shall be less than one-eighth of an inch in height and stroke for letters shall be bold enough so as to be clearly legible. In addition to the provisions set forth herein, all final plats shall comply with the requirements of Chapter 177, F.S., Land Boundaries.

B. Required Information and Data. The following items and information shall be shown on the final plat or submitted to the City as applicable:

1. Title Block. Include the name of subdivision, the appropriate section, township, and range, and the words, "City of Sanford, Florida".

2. Legal Description. Include bearings, distances and references to a section corner tie. Acreage shall also be indicated.

3. Vicinity Map. Showing the proposed subdivision in relation to surrounding streets.

4. Monuments. Permanent reference monuments, 30" long min. (P.R.M.) shall be located on all block corners if rectilinear, and at all P.C.'s and P.T's, if curvilinear, but in no case more that 1,000 feet apart. P.R.M.'s shall be installed prior to submission of the final plat and in a manner prescribed by law. Monuments shall be installed at all 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.

5. Legend. Define all symbols, show stated and graphic scale and display north arrow.

6. Dimensions and Bearings. Provide sufficient data to determine readily, and to reproduce on the ground, the location, bearing, and length of each street right-of-way line, boundary line, lot, block or tract line, easements and building line, whether curved or straight, adequately correlated with monuments and markers. Delineate right-of-way lines, center lines, widths, and names of all streets and roads. Show radii, central angle, internal angles and lengths and points of curvature of arcs of all curved streets and curved lot, block and tract lines.

7. Numbering. Indicate lot, block and tract numbers and letters in conformity with Preliminary Subdivision Plan.

8. Setbacks and Buffers. Indicate required building setback lines for all lots and required buffers for all lots or tracts located along the subdivision boundary lines or fronting a Major Thoroughfare.

9. Flood Plains and Surface Water. Indicate the location and edge of water of lakes, canals, streams and other surface water bodies. Delineate 100-year flood plains by contour and elevation shall be based on mean sea level datum.

10. Dedications, Reservations and Easements. Indicate all dimensions, purpose, conditions and stipulations. Also include a notice on the face of the plat that there may be additional restrictions that are not recorded on the plat that may be found in the public records of Seminole County. The Applicant shall coordinate with the utility companies (electric and telephone) and incorporate their easement requirements on the plat including locations and dimensions. The Applicant shall provide to the City written verification from utility companies that necessary easements are included on the plat.

11. Adjacent Subdivisions And Streets. Delineate name, lot location, plat book and page number of abutting subdivisions and streets.

12. Required Certificates. In accordance with State law and as set forth herein, the following certificates and signatories shall be shown on the first sheet of the final plat:

    a. Certificate of the Surveyor who prepared the plat;
    b. Approval of City Surveyor;
    c. Approval of Mayor
    d. Dedication by Owners, including mortgagees
    e. Title Opinion pursuant to Section 177.041, F.S.

13. If a Development Order or Ordinance has been executed in conjunction with this project, the conditions contained within that Order or Ordinance shall be required to be placed on the Final Plat prior to approval for recording.

Plat Review Checklist

Plat:_____

Legal _____

Owner signature block - all owners _____
Mortgage – signatures _____

Dedication Block ROW easements _____

Tracts - retention/conservation/wall common areas _____ _____ _____ _____ _____
Ownership _____ _____ _____ _____ _____
Maintenance _____ _____ _____ _____ _____

Easements access/drainage/utility/
Ownership _____ _____ _____ _____ _____
Maintenance _____ _____ _____ _____ _____

Rights of way (dimensions) _____
Street Names (must be approved) _____

Setbacks: front _____
side _____
rear _____

Required signature blocks:
Owner(s) _____
Preparing surveyor _____
City surveyor _____
Planning and Zoning Approval _____
City Commission Approval _____
City Administrative Official/City Engineer _____
Certificate of the Clerk (Seminole County) _____

<u>Other documentation:</u>

X 10 full size copies of the Plat
X 11" x 17" copies (2) of the Plat
X Completed application
X Payment of fees (if not paid with the Subdivision Improvement Plans)
X Check for review by City Surveyor (fee determined by selected surveyor)
X Boundary surveys (2 copies)
X Title opinion (2 copies)
X HOA docs (2 copies)
X Mylar copy of Plat (must be submitted prior to P&Z)
X Recording fees to be provided to the City Clerk (upon request)