



**APPLICATION ADDENDUM**  
**FINAL PLAT APPLICATION CHECKLIST**

**INSTRUCTIONS**

Please ensure the final plat includes all required information and is uploaded, **DIGITALLY** with the completed application.

**1. GENERAL INFORMATION**

SUBDIVISION NAME	NUMBER OF LOTS
ADDRESS/LOCATION	
TAX PARCEL NUMBER(S)	

**2. FINAL PLAT CONTENTS [LDC SECTION 164.05]**

The following minimum information, as applicable, must be provided on the final plat.

- General Requirements
  - Plat prepared by a registered land surveyor and in compliance with F.S. Ch. 177
  - Sheet Size = 22" by 28", with 3" left side margin / 1" Margins on other sides
  - Multiple sheets with clearly labeled match lines, if applicable
  - Name of Subdivision
  - Name of City and County
  - Description of lands to be subdivided
  - Scale, North Arrow, and Legend
  - Section, Township, and Range
  - Location, width and name of all streets, water bodies, or other rights-of-way
  - Location width and purpose of all easements
  - Location, purpose, and width of all dedications
  - Lot and Block Numbering
  - Lot Dimensions
  - Street Centerlines
  - Park, Open Space, or other Public Parcels (with dimensions)
  - Interior out parcels labeled "Not part of this plat" (with dimensions), if applicable
  - Building Setback Lines, if different than required by the zoning district
  - All improvements, easements, common areas, or other dedications requiring continued maintenance must be clearly labeled as privately or publicly maintained on the plat.
- Required Dedication & Approval Blocks
  - Surveyor's Certification
  - Certification by Surveyor for the City
  - Certificate of Approval of the Board of Commissioners
  - Certificate of Approval of the Clerk of the Circuit Court
  - Reservation of Easements
  - Notice of supremacy of record plat and possible additional restrictions in the public records



Additional Materials

- Two (2) Original Mylars (*required to be provided before BOC approval for signatures*)
- Affidavit of No Liens by Developer
- Title Certification (Plat Certification Report)
- Mortgage Joinder (if property is mortgaged)
- Consent to Plat (if Property is Mortgaged)
- Ownership and Encumbrance Report (Original)
- Closure Data from Professional Land Surveyor
- Articles of Incorporation for Homeowner's Association
- Bill of Sale for Improvements to be Dedicated to Public
- Taxes Paid Receipt
- Boundary Survey
- As-built drawings for all improvements, *if all improvements are complete*
- Detailed Engineer of Record completion costs estimate, *if site improvements are incomplete and bond is being posted (See Section 3 Below)*

**3. PERFORMANCE SECURITY ACKNOWLEDGEMENT/INTENT**

**LDC SECTION 164.04 – Performance Security**

- (A) Subject to the approval of the City Manager, the City Engineer may in unusual circumstances, permit the posting of performance security for the installation of required improvements in lieu of actual installation prior to final subdivision plat approval.
- (B) Performance security shall comply with all statutory requirements and shall be in the form of a letter of credit from a bank licensed to do business in the State of Florida, or a performance bond where the company is duly organized and licensed to issue bonds in the State of Florida.
- (C) The amount of performance security shall be based upon an estimate of completion cost by the engineer of record, shall be subject to verification by the City Engineer, and shall total 110% of the estimate of completion.
- (D) The effective period of performance security shall not exceed 1 year from the date of approval of the final subdivision plat.
- (E) Performance security provided under this section shall be subject to the approval of the Board of Commissioners at the time of final subdivision plat approval.
- (F) The City shall receive full payment in accordance with the procedure established by law for all required improvements not completed at the term the performance security.

I intend to complete all required site improvements prior to the final plat approval.

I intend to post a performance security, per LDC prior to all site improvements being completed in order to receive final plat approval.