

The Office of Permitting Services processes final record plats through the City agencies for review and approval and ultimate recording of the final plat at the Orange County Recording Office.

Our goal is to make the plat review process an efficient and professional experience. We encourage the professional's preparing these plats for recording in the official records, to take advantage of the same checklist we use to review the plats for compliance with Florida Statute 177. This checklist was compiled from rules contained within the 2009 Florida Statute 177 Parts I & III. In addition to the rules contained within Florida Statute 177, those additional rules required by the City of Orlando under the authority of the said statute have been included. This checklist is to be used in the preparation of the final plat and should be signed and sealed by the Surveyor in responsible charge and submitted with the submittal and plat, the Title Opinion or Property Information Report in ProjectDox. Any plat submitted with substantial errors and omissions, that make it apparent to the City Surveyor that there was no quality control performed prior to submission, will not be reviewed by Survey Services. A signed and sealed boundary and topographic survey must be submitted with the final mylar for it to be approved.

The Office of Legal Affairs reviews the final plat and the Title Opinion or Property Information Report prepared by a title company and the Joinder and Consent forms that may be required as a result of the review of the title work.

The City Surveyor's Office reviews the face of the plat for conformance to Florida Statutes 177 and for any additional City of Orlando requirements. A field check is performed to verify the correct placement of the permanent reference markers. Addi-tionally, the face of the plat is checked to verify accuracy and compliance with Florida Statutes 177 and the City's Engineering Standards Manual.

Following the City Survey's first review, any errors and omissions will be detailed in a letter sent to the Surveyor in responsible charge. If the field inspection does not pass, the surveyor in responsible charge must contact the City Surveyor. If a second field check is required, the Surveyor in responsible charge will be required to have staff on site during the field check.

Should you have any questions regarding the Surveying Services' plat review process, please feel free to contact the City Surveyor at 407-246-2788. By signing this checklist I am affirming that the requirements in this checklist have been read and the submittal is in compliance of said requirements.

Professional Surveyor and Mapper Signature and Seal					
Da	re				



The following table contains the final plat review checklist for all subdivision plats. Complete the checklist by placing a checkmark ( $\checkmark$ ) in each box to the left of each item to indicate that the plat meets this requirement.

State Statutes	Requirement Summary (Chapter 177, Florida Statutes—www.leg.state.fl.us)
177.041 Boundary Survey & Title Certification	Every plat or replat of a subdivision submitted to the approving agency of the local governing body must be accompanied by:  (1) A boundary survey of the platted lands. However, a new boundary survey for a replat is required only when the replat affects any boundary of the previously platted property or when improvements which may affect the boundary of the previously platted property have been made on the lands to be replatted. The boundary survey must be performed and prepared under the responsible direction and supervision of a professional surveyor and mapper preceding the initial submittal of the plat to the local governing body. This subsection does not restrict a legal entity from employing one professional surveyor and mapper to perform and prepare the boundary survey and another professional surveyor and mapper to prepare the plat.  (2) A title opinion of an attorney at law licensed in Florida or a property information report 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. The title opinion or property information report must also show all mortgages not satisfied or released of record nor otherwise terminated by law.
177.051 Name and Replat of Subdivision	(1) Every subdivision shall be given a name by which it shall be legally known. For the purpose of this section, that name is the "primary name." The primary name shall not be the same or in any way so similar to any name appearing on any recorded plat in the same county as to confuse the records or to mislead the public as to the identity of the subdivision, except when the subdivision is further divided as an additional unit or section by the same developer or the developer's successors in title. In that case, the additional unit, section, or phase shall be given the primary name followed by the unit, section, or phase number. Words such as "the," "replat," or "a" may not be used as the first word of the primary name. Every subdivision's name shall have legible lettering of the same size and type, including the words "section," "unit," or "phase." If the word "replat" is not part of the primary name, then it may be of a different size and type. The primary name of the subdivision shall be shown in the dedication the primary name of the subdivision shall be shown in the dedication and shall coincide exactly with the subdivision name.  (2) Any change in a plat, except as provided in s. 177.141, shall be labeled a "replat," and a replat must conform to this part. After the effective date of this act, the terms "amended plat," "revised plat," "corrected plat," and "resubdivision" may not be used to describe the process by which a plat is changed.
177.061 Qualification and Statement Required	Every plat offered for recording pursuant to the provisions of this part must be prepared by a professional surveyor and mapper. The plat must be signed and sealed by that professional surveyor and mapper, who must state on the plat that the plat was prepared under his or her direction and supervision and that the plat complies with all of the survey requirements of this part. Every plat must also contain the printed name and registration number of the professional surveyor and mapper directly below the statement required by this section, along with the printed name, address, and certificate of authorization number of the legal entity, if any. A professional surveyor and mapper practicing independently of a legal entity must include his or her address.  (1) Before a plat is offered for recording, it must be approved by the appropriate governing body, and evidence of such approval must be placed on the plat. If not approved, the governing body must return the plat to the professional surveyor and mapper or the legal entity offering the plat for recordation. For the purposes of this part:



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177.061 Qualification and Statement Re- quired cont'd	<ul> <li>(a) When the plat to be submitted for approval is located wholly within the boundaries of a municipality, the governing body of the municipality has exclusive jurisdiction to approve the plat.</li> <li>(b) When a plat lies wholly within the unincorporated areas of a county, the governing body of the county has exclusive jurisdiction to approve the plat.</li> <li>(c) When a plat lies within the boundaries of more than one governing body, two plats must be prepared and each governing body has exclusive jurisdiction to approve the plat within its boundaries, unless the governing bodies having said jurisdiction agree that one plat is mutually acceptable.</li> <li>(2) Any provision in a county charter, or in an ordinance of any charter county or consolidated government chartered under s. 6(e), Art. VIII of the State Constitution, which provision is inconsistent with anything contained in this section shall prevail in such charter county or consolidated government to the extent of any such inconsistency.</li> </ul>
177.071 Approval of Plat by Governing Bodies	The boundary of the plat is located wholly in the City of Orlando municipal boundary
177.081 Dedication and Approval	(1) Prior to approval by the appropriate governing body, the plat shall be reviewed for conformity to this chapter by a professional surveyor and mapper either employed by or under contract to the local governing body, the costs of which shall be borne by the legal entity offering the plat for recordation, and evidence of such review must be placed on such plat.  (2) Every plat of a subdivision filed for record must contain a dedication by the owner or owners of record. The dedication must be executed by all persons, corporations, or entities whose signature would be required to convey record fee simple title to the lands being dedicated in the same manner in which deeds are required to be executed. All mortgagees having a record interest in the lands subdivided shall execute, in the same manner in which deeds are required to be executed, either the dedication contained on the plat or a separate instrument joining in and ratifying the plat and all dedications and reservations thereon.  (3) When a tract or parcel of land has been subdivided and a plat thereof bearing the dedication executed by the owners of record and mortgagees having a record interest in the lands subdivided, and when the approval of the governing body has been secured and recorded in compliance with this part, all streets, alleys, easements, rights-of-way, and public areas shown on such plat, unless otherwise stated, shall be deemed to have been dedicated to the public for the uses and purposes thereon stated. However, nothing herein shall be construed as creating an obligation upon any governing body to perform any act of construction or maintenance within such dedicated areas except when the obligation is voluntarily assumed by the governing body.
177.091 Plats Made for Recording	(1) At the end of the plat approval process the requestor must submit two sets of digital files. The file naming convention for both sets of digital files should include the permitting project number or master building permit number. If there are multiple files for the same number then a sequence number should be added to the file name. (eg PRJ2005-00121_1)  The first set of files must be in PDF format. The PDF file must have bookmarks that will clearly identify each sheet in the file. The digital files must have the following characteristics:  The second set of files must be in one the following file formats: DXF, DGN,DWG or SHP (ESRI). Text documents like energy calculations can be submitted in PDF format. The Coordinate system must be State Plane Florida East NAD 83, feet. There must be either a separate index that explains what is contained in each layer of the file or the layer name itself must be self explanatory.  Every plat of a subdivision offered for recording shall conform to the following:  Marginal lines, standard certificates and approval forms shall be printed on the plat with a permanent black drawing ink. A print or photographic copy of the original drawing must be submitted with the original drawing.  Page 3 of 7



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177.091		
<b>Plats Made for</b>		
Recording		
cont'd		

- (2) The size of each sheet shall be determined by the local governing body and shall be drawn with a marginal line, or printed when permitted by local ordinance, completely around each sheet and placed so as to leave at least a  $^{1}/_{2}$ -inch margin on each of three sides and a 3-inch margin on the left side of the plat for binding purposes.
- (3) When more than one sheet must be used to accurately portray the lands subdivided, an index or key map must be included and each sheet must show the particular number of that sheet and the total number of sheets included, as well as clearly labeled match lines to show where other sheets match or adjoin.
- (4) In all cases, the letter size and scale used shall be of sufficient size to show all detail. The scale shall be both stated and graphically illustrated by a graphic scale drawn on every sheet showing any portion of the lands subdivided.
- (5) The name of the plat shall be shown in bold legible letters, as stated in s. 177.051. The name of the subdivision shall be shown on each sheet included. The name of the professional surveyor and mapper or legal entity, along with the street and mailing address, must be shown on each sheet included.
- (6) A prominent "north arrow" shall be drawn on every sheet included showing any portion of the lands subdivided. The bearing or azimuth reference shall be clearly stated on the face of the plat in the notes or legend, and, in all cases, the bearings used shall be referenced to some well-established and monumented line.
- (7) Permanent reference monuments must be placed at each corner or change in direction on the boundary of the lands being platted and may not be more than 1,400 feet apart. Where such corners are in an inaccessible place, "P.R.M.s" shall be set on a nearby offset within the boundary of the plat and such offset shall be so noted on the plat. Where corners are found to coincide with a previously set "P.R.M.," the Florida registration number of the professional surveyor and mapper in responsible charge or the certificate of authorization number of the legal entity on the previously set "P.R.M." shall be shown on the new plat or, if unnumbered, shall so state. Permanent reference monuments shall be set before the recording of the plat. The "P.R.M.s" shall be shown on the plat by an appropriate symbol or designation.
- (8) Permanent control points shall be set on 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. Such "P.C.P.s" shall be shown on the plat by an appropriate symbol or designation. In those counties or municipalities that do not require subdivision improvements and do not accept bonds or escrow accounts to construct improvements, "P.C.P.s" may be set prior to the recording of the plat and must be set within 1 year of the date the plat was recorded. In the counties or municipalities that require subdivision improvements and have the means of insuring the construction of said improvements, such as bonding requirements, "P.C.P.s" must be set prior to the expiration of the bond or other surety. If the professional surveyor and mapper or legal entity of record is no longer in practice or is not available due to relocation, or when the contractual relationship between the subdivider and professional surveyor and mapper or legal entity has been terminated, the subdivider shall contract with a professional surveyor and mapper or legal entity in good standing to place the "P.C.P.s" within the time allotted.
- (9) Monuments shall 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."; however, a monument need not be set if a monument already exists at such corner, point, or change of direction or when a monument cannot be set due to a physical obstruction. In those counties or municipalities that do not require subdivision improvements and do not accept bonds or escrow accounts to construct improvements, monuments may be set prior to the recording of the plat and must be set at the lot corners before the transfer of the lot. In those counties or municipalities that require subdivision improvements and have the means of ensuring the construction of those improvements, such as bonding requirements, monuments shall be set prior to the expiration of the bond or other surety. (This subsection continues on next page).



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177.091 Plats Made for Recording cont'd

	If the professional surveyor and mapper or legal entity of record is no longer in practice or is not available due to relocation, or when the contractual relationship between the subdivider and professional surveyor and mapper or legal entity has been terminated, the subdivider shall contract with a professional surveyor and mapper or legal entity in good standing who shall be allowed to place the monuments within the time allotted.
	(10) The section, township, and range shall appear immediately under the name of the plat on each sheet included, along with the name of the city, town, village, county, and state in which the land being platted is situated.
	(11) Each plat shall show a description of the lands subdivided, and the description shall be the same in the title certification. The description must be so complete that from it, without reference to the plat, the starting point and boundary can be determined.
	(12) The dedications and approvals required by ss. 177.071 and 177.081 must be shown. (13) The circuit court clerk's certificate and the professional surveyor and mapper's seal and statement required by s. 177.061 shall be shown.
	(14) All section lines and quarter section lines occurring within the subdivision shall be indicated by lines drawn upon the map or plat, with appropriate words and figures. If the description is by metes and bounds, all information called for, such as the point of commencement, course bearings and distances, and the point of beginning, shall be indicated. If the platted lands are in a land grant or are not included in the subdivision of government surveys, then the boundaries are
	to be defined by metes and bounds and courses.  (15) Location, width, and names of all streets, waterways, or other rights-of-way shall be shown, as applicable.
	(16) Location and width of proposed easements and existing easements identified in the title opinion or certification required by s. 177.041(2) shall be shown on the plat or in the notes or legend, and their intended use shall 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.  (17) All contiguous properties shall be identified by subdivision title, plat book, and page, or, if unplatted, land shall be so designated. If the subdivision platted is a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made; the fact of its being a replat shall be stated as a subtitle under the name of the plat on each sheet included. The subtitle must state the name of the subdi-
% □	vision being replatted and the appropriate recording reference.  (18) All lots shall 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 sev-
	eral additions.  (19) Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street easement, and all other areas shown on the plat. When any lot or portion of the sub-
	division is bounded by an irregular line, the major portion of that lot or subdivision shall be enclosed by a witness line showing complete data, with distances along all lines extended beyond the enclosure to the irregular boundary shown with as much certainty as can be determined or as "more or less," if variable. Lot, block, street, and all other dimensions except to irregular boundaries, shall be shown to a minimum of hundredths of feet. All measurements shall refer to horizon-
	tal plane and in accordance with the definition of the U.S. Survey foot or meter adopted by the National Institute of Standards and Technology. All measurements shall use the $^{39.37}/_{12}$ =3.28083333333 equation for conversion from a U.S. foot to meters.
	(20) Curvilinear lot lines shall show the radii, arc distances, and central angles. Radial lines will be so designated. Direction of nonradial lines shall be indicated.  (21) Sufficient angles, bearings, or azimuth to show direction of all lines shall be shown, and

all bearings, angles, or azimuth shall be shown to the nearest second of arc.



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177.091 Plats Made for Recording cont'd	(22) The centerlines of all streets shall be shown as follows: noncurved lines: distances together with either angles, bearings, or azimuths; curved lines: arc distances, central angles, and radii, together with chord and chord bearing or azimuths.  (23) Park and recreation parcels as applicable shall be so designated.  (24) All interior excepted parcels as described in the description of the lands being subdivided shall be clearly indicated and labeled "Not a part of this plat."  (25) The purpose of all areas dedicated must be clearly indicated or stated on the plat.  (26) When it is not possible to show line or curve data information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies.  (27) The plat shall include in a prominent place the following statements: "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."  (28) All platted utility easements shall 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. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety Code as adopted by the Florida Public Service Commission.
177.101 Vacation & An- nulment of Plats Subdividing Land	The approval of a replat by the governing body of a local government, which encompasses lands embraced in all or part of a prior plat filed of public record shall, upon recordation of the replat, automatically and simultaneously vacate and annul all of the prior plat encompassed by the replat. Therefore all previously platted land labels and references must be removed and relabeled and referenced upon the replat.
177 Part III	1) Every surveyor and mapper not under contract to the department for the execution of this act who, in any survey or resurvey made under his or her direction, identifies, recovers, reestablishes, remonuments, restores, or uses as control a public land survey corner or corner accessory must, within 90 days after completion of the survey, file with the department a certified corner record for each such corner or corner accessory, unless the corner or its accessories are substantially as described in a previously filed corner record. The record shall be signed, embossed with the official seal of the surveyor and mapper, and produced on material suitable for reproduction or microfilming. The 90-day limitation may be extended with permission of the department. All such certified corner records shall be accepted and filed with the department without further inspection or approval of any public body or officer, if prepared in accordance with the criteria set forth in subsection (3).  2) In every case in which a certified corner record of a public land survey corner is filed under the provisions of this act, the surveyor and mapper must reconstruct or rehabilitate the monument of such corner and accessories to such corner, so as to make them as permanent as is reasonably possible and to facilitate their location in the future.



#### FINAL PLAT REVIEW CHECKLIST

#### PERMITTING AND CODE ENFORCEMENT DIVISION

# City of Orlando - Additional Plat Requirements Each plat must meet the following additional regulations required by the City of Orlando as established in Florida Statute 177.011

- 1. The plat contains a metes and bounds legal description of the parent tract including the area.
- 2. The plat boundary is tied to 2 public land survey corners as defined in FS 177.503 and CCR numbers shown.
- 3. Copies of closure report for the parent boundary and all interior parcels and easements are included and have a relative error of closure no less than 1' in 10,000'.
  - 4. A Location map including North arrow, scale and adjacent streets is included on the cover sheet.
  - 5. All text is a minimum size of .10"
- 6. The sheet size is  $24" \times 30"$  with no less than  $\frac{1}{2}"$  margins on the top, bottom and right sides and 3" margin on the left side.
  - 7. The scale of the plat is 1"=200" or larger.
- 8. 4" X 4" X 24" concrete monuments including a metal cap marker with PRM and an LB or LS number must be placed at each change of direction along the parent boundary of the plat. When right of way dedications are being made the monuments shall be placed at the intersection of the parent boundary and the new right-of-way. The City Surveyor prior to submittal must approve any variation of this additional requirement.
- 9. The boundary survey must be supported by the title opinion or property information report submitted with the plat and must include the zone classification for the parent boundary as designated on the most current FEMA FIRM.
- 10. The title opinion shall be of an attorney at law licensed in Florida or a property information report prepared by a title company referencing 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. The title opinion or certification shall also reference all mort-gages not satisfied or released of record nor otherwise terminated by law. The title opinion or certification shall also reference all existing easements and encumbrances of record.
  - 11. Chapter 59 Statement shown on Cover sheet.
  - 12. A Topographic Survey of the parent parcel based upon NAVD 88 datum is included in the submittal.
- 13. The primary name of the subdivision shall be shown in the dedication with a font clearly different that the word "Dedication"
- 14. Engineering shall approve the subdivision name and all street names prior to being shown upon the plat. Care must be given to make sure all street names are consistent and discrepancies.
- 15. All Contiguous property including Streets shall be labeled with Plat Book and Page creating the Street or "Not Platted". Any recording information is welcome.
- 16. All lots shall be numbered either by progressive numbers or, if in blocks, progressively numbered in each block beginning with the number "one".
- 17. Statement of Lien Settlement: Submit to Orange County Property Appraiser's Office (200 South Orange Avenue, SunTrust Tower, Room 1700, 407.836.5050):

One (1) paper copy of the plat signed in the Dedication and by the preparing Surveyor (will not accept original mylar). Signed and sealed boundary and topographic survey must be submitted prior to recording of plat.

Full name and local telephone number of a contact person must be written on the plat or a business card must be attached. Please allow 3 to 5 business days for processing.

The Statement of Lien Settlement is prepared by the Mapping Department of the Property Appraiser's Office for the purpose of identifying all prior year or currently due and payable parcels that underlie the plat.

The Statement of Lien Settlement is reviewed and signed by a representative of the Tax Collector's Office. You will receive a call from the Tax Collector's Office when the statement is ready for pick-up.

Statements are picked up on the 16th Floor of the SunTrust Tower in the Tax Collector's Office. If there are additional questions, contact the Tax Collector's Office at 407.836.5051. If taxes are unpaid and due, you will be informed of the dollar amount that must be paid in full before the statement will be released.

A copy of the Statement of Lien Settlement must be provided to the Office of Permitting Services prior to recording of the plat.