



FINAL PLAT

FINAL COMPARISON SUBMITTAL REQUIREMENTS

All Final Comparison Submittal Packages shall contain the following items. Final Comparison Submittal Packages shall be submitted to the DRC Coordinator. Please contact (850) 595-3472 for deadline information.

APPLICANT MUST HAVE THE DISPOSITION REPORT SIGNED BY ALL REVIEWERS PRIOR TO THE DRC COORDINATOR ACCEPTING THE FINAL COMPARISON PACKAGE.

1. Prior to the submittal of the Final Comparison, the applicant must have a Final Plat Meeting with the Plan Review Committee. To arrange this meeting, call the DRC Coordinator at (850) 595-3472.
2. Transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on all documents shall be consistent
3. Disposition Report with all required signatures
4. Written Response to Comments that addresses all outstanding issues.
5. Payment for any remaining fees. Please call the DRC Coordinator at (850) 595-3472 to verify fee amount. We accept Visa, Mastercard, check or cash (3% fee on credit card payments).
6. Four (4) sets of final plat plans with all signatures. Each shall be folded or they will NOT be accepted.
7. Certified As-Built Drawings and As-Built Certification
8. A lot grading plan if there have been changes to the approved construction plans.
9. All associated documents to be recorded with final plat.
10. Documented improvement deficiencies.
11. Permission for County survey field crews to perform monument check.
12. A certificate of tax concurrency from the tax collector or SRIA fee certificate.
13. Digital Files as per Ordinance 2017-50. With the submittal of the final plat Mylar for BCC approval, a digital file in a DWG or DXF format shall be provided in the following datum and projection:
 - a. Datum: NAD83 (2011) or most current realization as defined and maintained by the National Geodetic Survey (NGS)
 - b. Projection Zone: Florida North (State Plane – US Survey Foot Definition)
 - c. Projection Type: Lambert Conformal Conic
14. A CD containing all items listed above. All drawings and documents are required to be in PDF

***NOTE: ALL LEGAL DOCUMENTS MUST HAVE COUNTY LEGAL DEPARTMENT APPROVAL PRIOR TO DISPOSITION REPORT SIGN OFF AND FINAL COMPARISON SUBMITTAL**

After Final Plat approval, A digital copy of the final plat in “DWG” or “DXF” format containing the State Plane coordinate values of 3 survey monuments shown on the plat shall be submitted to the plat Surveyor.



FINAL PLAT

APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

All Final Plat Application Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT be accepted for processing. Final Plat Application Submittal Packages shall be submitted to the DRC Coordinator. Please contact the DRC Coordinator at (850) 595-3472 for deadline information. For specific information required on the final plat, refer to each Department's Checklists.

Submittal Requirements:

1. Transmittal letter from the applicant naming the project, identifying the materials being submitted, what phase and number of lots being submitted, and specifically commenting on how (if) each of these requirements are being addressed. The project name on all documents shall be consistent.
2. A Project Information Form
3. Please call the DRC Coordinator to verify submittal fees (850) 595-3472. We accept Visa, Mastercard, check or cash (3% fee on credit card payments).
4. A set of final plat plans.
5. A current certified Boundary Survey identifying amount of acreage and mean highwater line, if applicable.
6. Residential Infrastructure Maintenance Disclosure Form (See attached)
7. A Two year Warranty Agreement/Guarantee of roads/drainage easements. **If not submitted it may hold up approval.**
8. Certified As-built Certification and As Built Plans. **If not submitted it may delay BCC approval***
9. As—built core and density pavement results
10. Utility addendums layouts if not submitted with construction plans
11. Title certificate or policy less than 1.5 years old.
12. A copy of the Subdivision and Street Name Approval Letter provided by Addressing Department.
13. Original Restrictive Covenants, By-Laws & Articles of Incorporation in recordable form.
14. Mortgage Adjoinders/ Ratification of Plat
15. Hold Harmless Agreements
16. Deed for Conservation Easement (To be recorded)
17. Acknowledgement of Density Transfer
18. Public Access Easement
19. Stormwater collection area warranty deed.
20. Public Utility & Drainage Easement Deed
21. One **CD** with all of the above information included. Each document must be in an individual PDF format (ex. A five- page form is to be converted into ONE PDF document.)

***NOTE: All legal documents must have county legal department approval prior to disposition report sign off and final comparison submittal. Please sign all original recordable documents, in blue ink. Please include notation on all original recordable documents stating that after recording, return to County Surveyor, 3363 West Park Place, Pensacola, Florida 32505. If applicable seal's (raised Embossed) will be required.**



Escambia County Traffic Operations & Planning Survey Division

Plat Review Checklist

with references to Florida Statutes

1. Original drawing Black Permanent Drawing Ink on Film (0.003 inches minimum thickness). 177.091 (1)
2. Sheet Size - 24" X 36" 1/2", 1/2" margin on Top, Bottom, & Right, 3" Left margin. *per Clerk of Court*
3. PLAT BOOK _____ PAGE _____, lower right hand corner. *per Clerk of Court*
4. SHEET NO. _____ OF _____ 177.091 (3)
5. Index Sheet if multiple pages with matchlines. 177.091. (3)
6. Clearly labeled matchlines to show where sheets match or adjoin. 177.091 (3) (*Check that adjacent sheet numbers are correctly labeled*).
7. Stated and graphic scale. 177.091 (4)
8. Sufficient size lettering and scale to show detail. 177.091 (4)
9. Plat name on each sheet (the same size and type of lettering, including the words "Section", "Unit", "Replat", "Amended", etc.) 177.091 (5) & 177.051 (1)
10. Name of surveyor or survey business, street, and mailing address on each sheet. 177.091 (5)
11. North arrow. 177.091 (6)
12. Bearing reference to a well established and monumented line. 177.091 (6)
13. Permanent reference monuments at every corner with appropriate symbol or designation (LB or LS Number) prior to platting. 177.091 (7)
14. Permanent control points on the centerline of R.O.W. with appropriate symbol or designation (LB or LS Number) within 1 (one) year or before required improvements bond expiration. 177.091 (8)
15. Monuments at lot corners - before the transfer of any lot or required improvements bond expiration. 177.091 (8)
16. Section, Township, and Range under the name of the plat with replatting information, if any. 177.091 (10) & 177.091 (17) (*verify this matches caption.*)
17. Name of the city, town, village, county, and state that the land being platted is in. 177.091 (10)
18. Caption (description) must be so complete that from it, without reference to the plat, the starting point and boundary can be determined. 177.091 (11)
19. Verify Plat Name is correct in all certificates and the A&D.
20. Adoption and Dedication with notary. 177.081 (2) & 177.091 (12)
21. Check that road names listed in the A&D match the map sheets.
22. Check that tracts and easements are addressed in the A&D.
23. Certificate of Approval and Acceptance by Governing Body. 177.071 & 177.091 (12)
24. Certificate of Clerk. 177.091 (13)
25. Surveyor's Certificate. 177.091 (13)
26. Surveyor's Certificate includes "That the plat was prepared under his or her direction and supervision and that the plat complies with all of the survey requirements of Chapter 177, Part 1, Platting.". 177.061
27. Printed name of the Surveyor; License Number; survey business name, if any; LB Number, if any; and address under the Surveyor's Certificate. 177.061
28. Certificate of Review by Professional Surveyor and Mapper. 177.081 (1)

29. Section lines and 1/4 section lines. 177.091(14)
30. Point of Reference, if any. 177.091(14)
31. Point of Beginning. 177.091(14)
32. Bearings and distances around boundary. 177.091(14) (*run boundary closure*) and (*spot check key map with map sheets*)
33. Street Names. 177.091(15) (*check key map with mapsheets*)
34. R.O.W. widths. 177.091(15)
35. Waterways. 177.091(15)
36. Location and width of proposed easements. 177.091(16)
37. Location and width of existing easements identified in Title Opinion. 177.091(16)
38. Bearings and distances for non concentric or non parallel easements. 177.091(16)
39. Identify contiguous properties by Subdivision Title, Plat Book and Page or if unplatted, so state. 177.091(17) (*check all Plat Book and Pages listed are correct.*)
40. Lot and block numbers must be progressive. 177.091(18)
41. Bearings and distances on all Tracts. 177.091(19)
42. Bearings and distances on all lots. 177.091(19)
43. Bearings and distances on all roads. 177.091(19)
44. If lot or boundary irregular, a witness line must be shown. 177.091(19)
45. Curvilinear lots - show radius, arc, and delta. 177.091(20)
46. Radial lines will be so designated. 177.091(20)
47. Bearings or angles on all lines. 177.091(21)
48. Bearings and distances on centerline streets. 177.091(22)
49. Curved centerlines show arc, delta, radius, chord, and chord bearing. 177.091(22)
50. Designate park and recreation parcels, if any. 177.091(23)
51. Interior excepted parcels, as described in the caption, must be labeled "Not a Part of this Plat". 177.091(24)
52. Show purpose of all areas dedicated on the plat. 177.091(25)
53. Tabular data must appear on sheet which it applies. 177.091(26) (*check curve and line numbers that they agree with map sheet*)
54. "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." 177.091(27)
55. easements referenced for Cable Television use. 177.091(28)
56. Legend of all symbolized abbreviations. 177.091(29)
57. Boundary survey. 177.041
58. Check access to public or dedicated right of way. *Informational*
59. Roads dedicated to the County must include in Adoption and Dedication reference to entity maintaining ponds and drainage easements with County having right to drain through said easements and ponds. *Informational*
60. Flood insurance should not be shown.
61. Top of bank should not be shown or if it is shown it should be a dashed line.
62. Check for land locked parcels.
63. State plane and geodetic coordinates; scale, elevation and combined scale factors; convergence angles; and elevations in a tabular form shown on plat per County requirements.
64. Digital Files as per Ordinance 2017-50. With the submittal of the final plat Mylar for BCC approval, a digital file in a DWG or DXF format shall be provided in the following datum and projection:
 - Datum: NAD83 (2011) or most current realization as defined and maintained by the National Geodetic Survey (NGS)
 - Projection Zone: Florida North (State Plane – US Survey Foot Definition)
 - Projection Type: Lambert Conformal Conic

65. Digital files shall include, but not be limited, to layers with:

- Easement polygons, no gaps
- Subdivision parcel polygons, no gaps
- Subdivision boundary polygon, no gaps
- Subdivision annotation: lot dimensions, lot and block annotation, road names and right-of-way annotation

66. If Vicinity Map shown make sure it correctly shows the location of the subdivision with North Arrow.

Edited September 6, 2019