

FINAL PLAT PREPARATION CHECKLIST

CITY OF MIRAMAR OFFICE OF OPERATIONAL SERVICES ENGINEERING SERVICES

Project Name: _____

Developer: _____ Date: _____

Engineer: _____ Reviewed By: _____

Approved By: _____

The information required by this document is intended to supplement F.S. Ch. 177, on Land Boundaries, Part I Platting, as amended. The requirements for platting found in that law and the Broward County Land Development Code are authorized in the Land Development Code by reference as if fully set forth.

A) FINAL PLAT REVIEW - REQUIRED INFORMATION SHOWN ON PLAT

- _____ 1. The final plat shall be on sheets of 24 inches by 36 inches overall with one-half inch borders on three sides and a three inch border on the left.
- _____ 2. All multiple sheet plats shall be clearly cross-referenced to the proper sheet number at the match lines and a reasonable portion of the overlapping area shall be shown in outline form. In addition, every sheet shall have placed in the upper right corner outside the border "Plat Book..., Page... for the use of the recorder.
- _____ 3. The final plat shall be on a scale no smaller than one inch equals 100 feet provided that large plats may be at a smaller scale of sufficient size to show all required detail as determined by the city engineer.
- _____ 4. Subdivision name or identifying title including the section(s), township(s), range(s), city, county and state.
- _____ 5. A location sketch showing the city boundaries, the proposed subdivision within these boundaries, and all major roads.
- _____ 6. For plats with multiple pages, one page of the plat shall be a key map sheet which shall show the entire property

being platted and the sheet number of the plat upon which the specific plat information is to be found. Each plat sheet showing detailed plat information shall also include a key map showing the location of that page in relation to the other plat sheets and plat boundaries.

- _____ 7. North point, graphic scale and month and year plat was drawn.
- _____ 8. A complete description of the land intended to be subdivided and the extent and boundaries of the platted area shall be graphically indicated in a clear and understandable manner.
- _____ 9. Boundary lines of the property being platted with accurate distances to the hundredths of foot and sufficient angles, bearings, or azimuth to show direction of all lines shall be shown. All bearings, angles or azimuth shall be shown to the nearest second of arc. These boundaries shall be determined by an accurate survey in the field in accordance with minimum technical standards set forth by the Florida Board of Land Surveyors pursuant to F.S. Ch. 472.027.
- _____ 10. The exact layout shall show sufficient survey data to positively describe all bounds of every lot, block, street, street names, alley, easement and all other areas shown on the plat. Curvilinear lots shall show the radii, area distance and central angles or radii, cord and cord bearing or both. Radial lines will be so designated. Direction of non-radial lines shall be indicated.
- _____ 11. Accurate computation of the square footage of each parcel, tract and lot, and the total acreage of land proposed to be platted.
- _____ 12. The accurate outline of all property which is to be dedicated or proposed for public or quasi-public use, including but not limited to drainage canals, lakes and utility easements, and all property that may be reserved for the common use of the property owners in a subdivision, with the purpose indicated thereon.
- _____ 13. The accurate location of all permanent reference

monuments (PRM) as required by F.S. Ch. 177. PRMs 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.

- _____ 14. The certificate of the surveyor attesting to the survey and that the permanent reference monuments have been established according to F.S. Ch. 177.
- _____ 15. Names and locations of adjoining platted subdivisions, the adjacent portions of which shall be shown in outline form.
- _____ 16. The exact names, locations and widths along the property lines of all existing or recorded streets intersecting or paralleling the boundaries of the tract.
- _____ 17. Location and width of all Broward County Trafficways rights-of-way.
- _____ 18. Location and width of all proposed and required arterial road ultimate rights-of-way.
- _____ 19. Location and width of all collector road ultimate rights-of-way (a collector road being the principal traffic circulation facility within the platted area).
- _____ 20. Proposed ingress and egress locations and dimensions to all trafficway and arterial roadways.
- _____ 21. Location of Non-Vehicular Access Line (NVAL) and access openings along the property line.
- _____ 22. All parcels or tracts designated by letters or numbers.
- _____ 23. Residential lots numbered in numerical order beginning with number one in each block and blocks lettered in alphabetical order, omitting the letters "I" and "O."
Not Required for a Perimeter Subdivision Plat.
- _____ 24. Location and width of all proposed minor streets, frontage streets, alleys and easements.
Not Required for a Perimeter Subdivision Plat.

- _____ 25. Proposed residential lot lines with dimensions.
Not Required for a Perimeter Subdivision Plat.
- _____ 26. Public utility easement along all sides of perimeter plat.
- _____ 27. Dedications: The plat shall contain an unreserved dedication of all streets, highways, alleys, parks or other public places included within the plat. The plat shall also contain dedications for all landscape, drainage, utility easements, bus shelter easement (as required by Broward County), traffic control device easement (as required by BCTED), and lake maintenance easement (as required by SBDD). Such dedications must be subscribed to by the legal and equitable owners of said lands and by all persons holding mortgages against said lands. These dedications shall be acknowledged before an officer authorized to take acknowledgments.
- _____ 28. City acceptance of dedications. The plat shall contain language regarding the city's acceptance of the public land being dedicated to the city. The language shall include the area of land being dedicated and the purpose of the land's use. It shall also designate the maintenance responsibility for any proposed design features within the dedicated land.
- _____ 29. Space and form for the following necessary approvals:
- a) City manager attested by the city clerk, with seal; city engineer, with seal.
 - b) Water management district or improvement district having jurisdiction within the subdivided area. All other approvals required by the State of Florida or Broward County.
- _____ 30. Acknowledgment by the owner or owners and all mortgage lienholders of lands included within the plat and execution of same.

B) FINAL PLAT APPLICATION - REQUIRED SUBMITTALS

APPROVED DISAPPROVED

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| _____ | _____ | 1. | Signed and sealed topographic survey. The survey shall cover the entire area being platted and extend a minimum of 100 feet beyond the plat limits. The surveyor shall certify that the survey meets the requirements of this section. The survey shall contain at a minimum the following information:
a) Property boundaries;
b) Existing watercourses, canals and bodies of water within or adjacent to the plat limits;
c) Existing easements within or adjacent to the plat limits and the purposes for which the easements have been established;
d) Existing streets and alleys on or adjacent to the tract, including name and right-of-way;
e) The survey shall reflect all encumbrances and restrictions specified within the owner and encumbrances report;
f) Existing spot elevations on a 50-foot grid and bench mark information used to establish the elevations.
g) Use state plane coordinate (NAD83) |
| _____ | _____ | 2. | A lot parcel analysis, including the smallest lot size, largest lot size, average lot size, number of lots, acreage in each parcel, and number of parcels. |
| _____ | _____ | 3. | Written confirmation from all utilities franchised to operate in the city relative to the adequacy of proposed easements shown on the plat and their ability to co-exist with other utilities which may be placed within the easement. |
| _____ | _____ | 4. | The applicable base flood elevation information. |
| _____ | _____ | 5. | Title certification from a title company licensed in the State of Florida or an opinion of title from an attorney licensed to practice in the State of Florida, including a statement of restrictions, reservations, liens and encumbrances. The certification shall be prepared within 30 days of the plat submittal. |

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| | | 6. | Any optional studies that may be required by the Community and Economic Development department when that department deems it necessary in order to ascertain the adequacy of public facilities or other matters within the public interest. |
| | | 7. | If required by the administration, a draft agreement concerning the payment of all required public facilities and impact fees. |
| | | 8. | Schematic subdivision improvement plans for the improvements necessary to bring water, sewer and public access to the project, including all off-site improvements required by the platting process, shall be submitted in conformance with this Code. |
| | | 9. | Legal documents in draft form ensuring perpetual maintenance of private roads, parking areas, landscaped areas, drainage systems, wetland mitigation areas and other common areas. |
| | | 10. | An original title certificate or an attorney's opinion of title; and a tax letter or receipt from the Broward County Revenue Collection Division. |
| | | 11. | Broward County conceptual approval where required. |
| | | 12. | Copies of all land development licenses applied for including water management, dredge and fill permits. |
| | | 13. | A list of all easements and rights-of-way to be vacated by the plat. The list shall specifically reference the easement, purpose, and instrument of record. |
| | | 14. | A computer disk of the plat in Autocad DWG format. |