



Development Application Final Plat Review

Project Name: _____

Description of Project: _____

Applicant's Name: _____

Address: _____

Telephone Number: () _____ Fax Number() _____

E-mail Address: _____

Owner's Name: _____

Address: _____

Telephone Number: () _____ Fax Number() _____

E-mail Address: _____

Developer's Name: _____

Address: _____

Telephone Number: () _____ Fax Number() _____

E-mail Address: _____

Engineering Firm: _____

Address: _____

Telephone Number: () _____ Fax Number() _____

E-mail Address: _____

Surveying Firm: _____

Address: _____

Telephone Number: () _____ Fax Number() _____

E-mail Address: _____

Have subdivision infrastructure improvements been completed?

Yes _____ No _____

Will final plat be recorded prior to completion of infrastructure improvements?

Yes _____ No _____

Items required for Final Plat submittal:

- a. Original mylar (completely executed preferred) and three (3) blueprint copies.
- b. One (1) digital copy of the final plat in .pdf format (via e-mail or DVD).
- c. Original AND one (1) copy of a title opinion or an update of a previously submitted title opinion by an attorney at law licensed in Florida or a certification by an abstractor or a title company showing all persons or entities with an interest of record in the property including, but not limited to, the record fee owners, easement holders, mortgage and lien holders, leasehold interest holders, judgment interest holders and parties with any interest in the land by reason of probate or other legal proceedings. The report shall include the tax identification number(s) for the property and copies of supporting documents such as deeds, easements, etc., referenced in the title opinion.
- d. Two (2) copies of the tax receipt(s) indicating current property taxes have been paid. After November 1, the current year and previous year paid property tax receipts will be required.
- e. Two (2) copies of the boundary survey,
- f. If the infrastructure improvements are complete, developer shall submit as-built/record drawings (one copy), certified test reports (one copy), and surveyor's certification (lot line certification). If property is dedicated to the public via the final plat the developer will be required to submit a maintenance surety in the amount of ten percent (10%) of the total cost of construction and once the amount of the surety is reviewed and approved, a Developer's Agreement for Maintenance of Improvements will be prepared for execution.
- g. If the infrastructure improvements are not complete, the developer will be required to submit a security which includes one of the following: (1) Cash, certified check or cashiers check, (2) Irrevocable Letter of Credit, or (3) Surety Bond. The amount of security shall be one hundred and ten percent (110%) of the total construction costs for the required developer installed improvements. Once the amount of the security is reviewed and approved, a Developer's Agreement for Construction of Improvements will be prepared for execution.

- h. Original executed Homeowners' Association documents (if applicable) and a copy of the certificate depicting the filing of the Articles of Incorporation for the homeowner's association with the Department of State.
- i. An original executed conservation easement deed, if applicable, (sample available upon request) is to be submitted along with the Department of Revenue Form DR-219 to be recorded with the final plat.
- j. Final plat review fee, which is one (1) check made payable to the Lake County Board of County Commissioners totaling the following fees:
 - Department of Public Works Review Fee:
\$1,115.00
 - Building Services Division/Fire:
\$111.00
 - Planning & Development Services Review Fee:
\$250.00
 - Health Department Review:
\$75.00

The completed application shall be delivered or mailed to Deb Marchese, Construction Program Specialist, at the Lake County Department of Public Works, 323 North Sinclair Avenue, Tavares, FL 32778. For additional information please contact Ms. Marchese by phone (352)253-6007, fax (352)253-6016, or email at dmarchese@lakecountyfl.gov.

Please visit us on the web at www.lakecountyfl.gov. Go to County Departments, then Public Works for the latest forms and information on the **Construction Plan and Final Plat Review Processes**.

Lake County Code, Appendix E, Land Development Regulations
Chapter XIV Administration
Section 14.07.00 Subdivisions

- A. Final Plat Submittal Requirements. Prior to final Plat approval, the final plat Shall be consistent with all of the information in the preliminary plat and construction plans and Shall include the followings information and/or documents:
1. The final plat Shall conform with all requirements set forth in Chapter 177, Florida Statutes.
 2. Final plats Shall be twenty-four (24) inches by thirty-six (36) inches with proper borders clear of all writing except for the space for plat book and page number, drawn to an appropriate scale. All text size on Plats Shall be a minimum of 0.10 inches in height, including lower case lettering. The scale Shall not be smaller than one (1) inch = one hundred (100) feet. The County Manager or designee may grant exception to this rule based on necessity or for good cause shown.
 3. Survey markers.
 - a. Permanent Reference Monuments (PRMs), Shall be placed no more than eight hundred (800) feet apart within the Platted lands and on the exterior boundaries thereof so as to provide definite reference points. PRMs Shall be set at all points of curvature, points of reverse curvature, points of tangency, and each corner or change in direction. The monuments Shall be four (4) inches by four (4) inches reinforced concrete, twenty-four (24) inches long, and have the reference point marked thereon. All monuments Shall have their location indicated on the plat and referenced by angles and distances. The monuments Shall be marked "Permanent Reference Monuments" or "PRM."
 - b. A signed and sealed letter by the platting surveyor stating that all PRMs have been set must be received prior to final approval and recordation of the Plat.
 4. Restrictions pertaining to the type and use of existing or proposed improvements, Waterways, Stormwater Systems, Water and Wastewater Systems, Open Spaces, Building Lines, Buffer Strips and walls, and other restrictions of similar nature Shall require the establishment of restrictive covenants and such covenants Shall be submitted with the final plat for recordation.
 5. Where the site includes private streets, ownership and maintenance association documents Shall be submitted with the final plat and the dedication contained on the final plat Shall clearly indicate the roads and maintenance responsibility to the association without recourse to the city/County or any other public agency.
 6. All man-made lakes, ponds, and other man-made water bodies excluding retention/detention areas shown on the final plat Shall be made a part of adjacent private lot(s) or dedicated to a homeowner's association as shown on the final plat. The ownership of these water bodies Shall not be dedicated to the public unless approved by the County.
 7. When a conservation easement is required pursuant to Section 6.01.00, Land Development Regulations, the following information is required for review and approval prior to the recording of the conservation easement deed:
 - a. Completed conservation easement form with conditions and legal description.
 - b. Illustration of conservation easement on Final Plat.
 8. A title opinion or an update of a previously submitted title opinion by an attorney at law licensed in

Florida or a certification by an abstractor or a title company showing all persons or entities with an interest of record in the property including, but not limited to, the record fee owners, easement holders, mortgage and lien holders, leasehold interest holders, judgment interest holders and parties with any interest in the land by reason of probate or other legal proceedings. The report shall include the tax identification number(s) for the property and copies of documents such as deeds, easements, etc., referenced in the title opinion. The title opinion required by this Subsection shall be brought current to the day of approval of the final plat by the Board of County Commissioners.

9. An organization established for the purpose of owning and maintaining common facilities not proposed for dedication to Lake County shall be created by covenants running with the land. Such covenants shall be included with the final plat. Such organization shall not be dissolved nor shall it dispose of any common facilities or open space by sale or otherwise without first offering to dedicate or sell the same to the County.
10. An easement for utilities lying adjacent to and contiguous with all platted or deeded public rights-of-way, the minimum width of which shall be seven and a half (7.5) feet in width, may be required in each subdivision submitted for approval, and dedicated on the final plat, upon an individualized determination that the dedication is related both in nature and extent to the impact of the proposed development. This easement, if required to be dedicated, is in addition to the current County standards for width and road rights-of-way.
11. An easement for lot grading drainage, lying contiguous to the side and rear lot lines, a minimum of eight (8) feet total, may be required upon an individual determination that the dedication is related both in nature and extent to the impact of the proposed development, for the purpose of maintaining stormwater run off, as per construction plans submitted for the proposed development. Structures shall not be permitted within said drainage easement area. Driveways, landscaping and other lot appurtenances may be allowed providing that they do not obstruct the flow of water as per approved lot grading plan. This easement, if required to be dedicated, is in addition to all other requirements for drainage and retention ponds.
12. Establish a minimum of two (2) horizontal control points on the boundary of the subdivision plat with Florida State Plane Coordinates (Florida East Zone) values shown on the plat for each point established. The acceptable methods for establishing these control points shall be as follows:
 - a. Direct Global Positioning System (GPS) observation, in accordance with Third Order, Class II requirements as set forth in Standards and Specifications for Geodetic Control Networks, Federal Geodetic Control Committee, September 1984. A certification by the surveyor and mapper in charge of the establishment of these points will be required as part of the submittal of the final plat.
 - b. Self closing (looped) traverse(s), conducted between two (2) existing control stations of the Lake County Geodetic Control Network and the plat boundary, with a minimum precision of no less than one (1) part in twelve thousand (12,000) before adjustment.
 - c. Self closing (looped) traverse(s), conducted between one (1) existing horizontal control station of the Lake County Geodetic Control Network, the plat boundary, and a line which azimuth has been determined by astronomic observation or GPS, with a minimum precision of no less than one (1) part in twelve thousand (12,000) before adjustment. Astronomic or GPS observations shall be performed in accordance with Third Order, Class II requirements set forth in Standards for Geodetic Control Networks, Federal Geodetic Control Committee, September 1984. Horizontal control stations that are used shall be shown on the plat by graphically identifying their location, name and number. The final adjusted direct tie (bearing and distance) shall be shown between those horizontal control stations and specific points on the plat boundary. If only one (1)

horizontal control station was located as in Subsection c. above, a bearing diagram Shall be shown on the plat relating the bearing structure shown on the plat to grid North. Subdivisions of less than five (5) lots may be granted exemption from this Subsection for good cause shown.

13. All plats must show a vicinity map referencing the project in relation to the nearest roads and road intersections. A vicinity map should state the scale or "not to scale", show the project location, and contain a north arrow. Additionally, the legal description of the platted land must contain the total acreage of the platted land and such acreage must be consistent with the title opinion.
14. All plats situated in special flood hazard areas (FIRM "A" and "AE" zones) according to current flood insurance rate maps, must have a minimum of two (2) benchmarks clearly shown on the plat and state the elevations in the current applicable FIRM datum.
15. All easements and rights of way that are identified in the title opinion, proposed, or existing, Shall be identified and graphically depicted, together with bearing and distance ties to the plat.
16. Computer Aided Design and Drafting (CADD) methods Shall be used in the preparation of the subdivision plat. All final plats must be submitted in electronic format using AutoCAD version 12 or later. Graphics files Shall use the same bearing structure and coordinate system as the Lake County Geodetic Control Network and the Horizontal Control Station used to satisfy Subsection 12 above. Subdivisions of less than five (5) lots may be exempt from this Subsection for good cause shown.

B. Approval of Final Plat. The Board of County Commissioners Shall approve all final plats, if found to be in compliance with these regulations. Any final plat not in compliance with these regulations Shall be denied and a letter of denial Shall be sent to the applicant stating the reasons for the denial.

C. Expiration of Approval. Within twenty-one (21) calendar days of final approval by the Board of County Commissioners of the final plat, the applicant Shall provide the County Manager or designee a title opinion current through the date of the board's final approval. The final plat Shall not be recorded until such title opinion is supplied. If the final plat is not recorded within thirty (30) calendar days from the board's approval, the final plat approval will expire and the final plat will need to be presented to the board at the next available meeting. The applicant Shall be required to supply another title opinion updated through the date of the next board approval.