

## PLAT SUBMITTAL CHECKLIST

Plat Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete this checklist by placing a checkmark ( ✓ ) in the box next to each item to indicate that the plat meets this requirement, or mark as (N/A) if it's not applicable.

★ Indicates that a sample form and/or guidelines are available at <https://pinellas.gov/site-development/>

✓	<p><b>Submittal Requirements</b></p> <p>A COMPILATION OF THE REQUIREMENTS FOUND IN CHAPTER 177 OF THE STATUTES FOR THE STATE OF FLORIDA AND SECTION 154 OF THE PINELLAS COUNTY CODE.</p> <p>*THE PLAT MUST MATCH THE (FAA) FINAL ADMINISTRATIVE APPROVED PLANS</p>
<input type="checkbox"/>	<p><b>Initial Plat Review fee</b>, as listed in the current fee schedule. Checks are to be made payable to Board of County Commissioners or an online payment option will be provided once plat has been submitted. For each additional Plat resubmittal, there will be a resubmittal fee as listed in the current fee schedule.</p>
<input type="checkbox"/>	<p><b>Letters of no objection</b> from utility companies below stating that the easements shown are sufficient for their needs: (this may be included with first resubmittal)</p> <ul style="list-style-type: none"> <li>a) 911 Communications (street names)</li> <li>b) Power Company (easements)</li> <li>c) Gas, if applicable (easements) and Water and/or Sanitary Sewer if supplied by a city or private utility (easements).</li> </ul>
<input type="checkbox"/>	<p><b>Private Street Sign Installation Guarantee Letter</b> signed (use blue ink on letter size) and notarized. Signs on private streets to be installed in accordance with the M.U.T.C.D. Manual. Prior to recording, be prepared to submit the original letter that must be provided to the Clerk.</p>
<input type="checkbox"/>	<p><b>Sidewalk Guarantee Letter</b> signed (use blue ink on letter size) and notarized. Prior to recording, be prepared to submit the original letter that must be provided to the Clerk.</p>
<input type="checkbox"/>	<p><b>Engineer's Certification on Design</b> Signed and sealed.</p>
<input type="checkbox"/>	<p><b>Plat for review</b> (If initially submitted after December 5, 2022) plat must be digitally signed by Surveyor per FAC 5J-17.062</p>
<input type="checkbox"/>	<p><b>Plat Conformity Review Checklist</b> completed by submitting surveyor</p>
<input type="checkbox"/>	<p><b>Digitally signed and sealed Survey</b>. (If initially submitted after December 5, 2022), or 2 paper copies of boundary survey, signed and sealed, plotted to scale.</p> <p>Boundary survey which meets the standards set forth in F.A.C. 5J-17 Standards of Practice, prepared with a title report and showing encumbrances, shall be less than 1 year old and be prepared by the platting surveyor.</p>

<input type="checkbox"/>	<p><b>Title report and supporting documents.</b> Prior to recording, be prepared to submit the original updated hard copy title documents that must be provided to the Clerk.</p> <p>Two (2) copies of the title opinion of an attorney at law licensed in Florida, or a certification by a title company 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. All mortgages not satisfied or released of record nor otherwise terminated by law must be included. The plat description must be the same as the title certification description. The title letter must have the description of the property as part of the title letter, and not attached as an exhibit. The document must include a 30-year search, as well as any earlier documents still binding on the plat (e.g., easements and rights-of-way), and enclose copies of all documents listed. Title report shall be less than 60 days old. If initially submitted after December 5, 2022, we need Two (2) copies.</p>
<input type="checkbox"/>	<p><b>Plat in CAD format – This can be uploaded in Attachments through the Pinellas County Access Portal.</b></p> <p>The CAD file for the proposed plat should include all the linework and labeling that will appear on the finalized plat. Any underlying data and layers (e.g., calc work, survey points, topography, etc.) can be removed from the provided CAD file if the surveyor prefers to not include this data.</p>
<input type="checkbox"/>	<p><b><i>Platting prior to the completion of improvements requires the submittal of the following items. (Please designate if this plat will be recorded prior to or after completion of construction)</i></b></p> <p>a) A cost estimate for 1% of the cost to build the infrastructure. This cost estimate must be signed and sealed by a Florida Registered Professional Engineer. Please include a line item for the installation and inspection of the required lot monuments. \$5,000 is the minimum for this item.</p> <p>b) A completion bond or irrevocable letter of credit with the owner/developer as Principal, in the amount of the cost estimate. No building permits, including model homes, can be issued until the completion bond or irrevocable letter of credit has been provided.</p> <p><b>As of January 1, 1993, all private subdivisions must be constructed prior to the plat being recorded unless a Payment &amp; Escrow agreement is approved by the County Attorney's office prior to the plat being accepted for submittal to the BCC.</b></p> <p>c) A maintenance bond or irrevocable letter of credit with the owner/developer as Principal, for 20% of the cost estimate.</p> <p>d) (PRM's) Permanent reference monuments must be set by Surveyor and inspected. (PCP's) Permanent control points and Lot Corners must be set by Surveyor and inspected prior to release of the subdivision bond.</p>
<input type="checkbox"/>	<p><b><i>Platting after the completion of improvements requires the submittal of the following items. (Please designate if this plat will be recorded prior to or after completion of construction)</i></b></p> <p>a) A cost estimate for 110% of the cost to build the infrastructure. This cost estimate must be signed and sealed by a Florida Registered Professional Engineer. Please include a line item for the installation and inspection of the required lot monuments. \$5,000 is the minimum for this item. No building permits, including model homes, can be issued until the completion bond or irrevocable letter of credit has been provided.</p> <p>b) A maintenance bond or irrevocable letter of credit with the owner/developer as Principal, for 20% of the cost estimate.</p> <p>c) Public Works letter of final inspection and acceptance of the roads as complete.</p> <p>d) Pinellas County Utilities Department acceptance on completion of the water and/or sanitary sewer systems; or acceptance by the City or Private Utility provider if applicable.</p> <p>e) Subdivider's Affidavit.</p> <p>f) Inspection and approval of the setting of the PRMs, PCPs and Lot Monuments by the Surveyor responsible for the Conformity Review for the County.</p>
<input type="checkbox"/>	<p><b><i>Once all items have been submitted, reviewed, approved and a meeting date for the Board of County Commissioners has been set, the following items must be provided:</i></b></p> <p><b>Two (2) sets of mylars.</b> The original mylar and a Photographic fixed line mylar of the plat, signed and sealed (including the Conformity Surveyor's signature) must be submitted to this office <u>no later than six (6) weeks prior to the BCC meeting you are requesting the plat to be placed on</u>. All signatures, seals and stamps must be in <b>permanent black ink</b> and all seals must be readable. Mylars shall be to scale and cut to the required sheet size.</p>

□	<p><b>Clerks Release – Recording fees.</b> Clerk’s release – Upon receipt of the signed and sealed plat by all parties including the County Surveyor and an original title certification letter in the proper format, a recording fee in the amount of \$30 (1<sup>st</sup> page) + \$15 (each additional page) payable to the Pinellas County Clerk of the Circuit Court is required. This reflects the current fee amount and is subject to changes.</p>
□	<p><b>Original updated title report.</b> Title report shall be less than 120 days old at the time of recording of the plat. Prior to recording, be prepared to submit the original updated hard copy title report that must be provided to the Clerk.</p>