

PLAT CONFORMITY REVIEW CHECKLIST

Plat Name: _____ Surveyor: _____

SFN: _____ Accela: _____ Site Plan: _____

Review #: _____ Date: _____

A subdivision plat offered for recording in Pinellas County must conform to the requirements of Chapter 177, Florida Statutes, and any additional provisions required by Pinellas County, as permitted in Florida Statute 177.011, and set forth below. 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. Additional details can be provided in the Reviewer's Comments section (at end of checklist) as needed.

- ★ Indicates that a sample form and/or guidelines are available for this item
- + Indicates that additional provisions are defined by Pinellas County

| ✓ | Summary of Requirement and Any Additional Provisions | Statute Reference |
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| <input type="checkbox"/> | (1) Subdivision lies wholly within the unincorporated areas of Pinellas County, or 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. | 177.071(1)(b) & 177.071(1)(c) |
| <input type="checkbox"/> | (2) Upon final submittal, the subdivision plat must be an original drawing made with black permanent ink on a stable base film to assure permanency. | 177.091(1) |
| <input type="checkbox"/> | (3)a The overall size of each sheet shall be 22" high by 28" wide, with at least a 3-inch margin on the left side and a 1-inch margin on each of the other three sides for binding purposes. | 177.091(2)+ |
| <input type="checkbox"/> | (3)b Three columns may be used for the front sheet. The legal description is in the upper left column. The dedication follows below the description, with acknowledgments, mortgage statements, and other information as needed. The third column / right column will have the County Commission certificate followed by the County Clerk certificate, conformity statement, and the surveyor certificate. ★ | |
| <input type="checkbox"/> | (3)c Nothing is to be placed in the margins, including in-house job number, drawing file name, etc. | |
| <input type="checkbox"/> | (4)a A prominent north arrow shall be drawn on every sheet showing any portion of the lands subdivided. | 177.091(6) |
| <input type="checkbox"/> | (4)b The bearing reference shall be clearly stated in the notes or legend, and, in all cases, shall be referenced to some well-established and monumented line. | |
| <input type="checkbox"/> | (5)a The scale shall be both stated and graphically illustrated by a graphic scale drawn on every sheet showing any portion of the lands subdivided and the minimum drawing scale is one-inch equals 100 feet. | 177.091(4)+ |
| <input type="checkbox"/> | (5)b All sheets of the plat will be at the same scale, with the exception of a key map sheet and/or details, if any, which will be at a scale appropriate to their purpose. | |
| <input type="checkbox"/> | (5)c In all cases, the minimum height for all text lettering is 1/10th of an inch high (referring to the plotted size of the text and not the font size used) and the use of all uppercase text is preferred. | |
| <input type="checkbox"/> | (6)a The subdivision shall be given a name by which it shall be legally known. | 177.051(1) & 177.091(5) |
| <input type="checkbox"/> | (6)b The subdivision 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 subdivision name followed by the unit, section, or phase number. | |
| <input type="checkbox"/> | (6)c Words such as "the," "replat," or "a" may not be used as the first word of the subdivision name. | |

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| <input type="checkbox"/> <input type="checkbox"/> | <p>(6)d The subdivision name shall be shown in bold, legible lettering of the same size and type on each sheet.</p> <p>(6)e The subdivision name shall be shown in the dedication.</p> | 177.051(1) & 177.091(5) |
| <input type="checkbox"/> <input type="checkbox"/> | <p>(7)a If required, any change in a plat shall be labeled as a “replat”.</p> <p>(7)b The terms “amended plat”, “revised plat”, “corrected plat” and “resubdivision” may not be used to describe the process by which a plat is changed.</p> | 177.051(2) |
| <input type="checkbox"/> | <p>(8) The section, township, and range and Pinellas County, Florida, shall appear immediately under the name of the plat on each sheet.</p> | 177.091(10) |
| <input type="checkbox"/> | <p>(9) The name of the professional surveyor and mapper or legal entity, along with the street and mailing address, must be shown on each sheet.</p> | 177.091(5) |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>(10)a An index or key map must be used when more than one sheet is used to accurately portray the lands subdivided.</p> <p>(10)b Each sheet must show the particular number of that sheet and the total number of sheets included.</p> <p>(10)c Clearly labeled match lines shall show where other sheet(s) match or adjoin. Match lines will be of a unique line type so as to be easily distinguished from boundary, lot, easement and other lines within the plat.</p> | 177.091(3)+ |
| <input type="checkbox"/> | <p>(11) The plat shall contain a metes and bounds legal description of the lands being subdivided and it must be so complete that from it, without reference to the plat, the point of beginning, the point of commencement (if applicable) and boundary can be determined. All information called for in the legal description must be shown and all dimensions must agree with the bearings and distances depicted on the plat.</p> | 177.091(11)+ |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>(12)a The subdivision plat 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. ☆</p> <p>(12)b 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. ☆</p> <p>(12)c Confirmation of Acceptance by the Homeowner’s Association is shown, if applicable. ☆</p> <p>(12)d Acknowledgments are provided for all signatories shown on the plat. ☆</p> | 177.081(2) & 177.091(12)+ |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>(13)a All public and private areas (streets, alleys, easements, rights-of-way, tracts, etc.) shown on the plat are identified and defined in the dedication.</p> <p>(13)b The purpose of all dedicated areas and easements are clearly indicated or stated on the plat.</p> <p>(13)c All streets, alleys, easements, rights-of-way, and public areas shown within the plat, unless otherwise stated, must be dedicated to the Public. Conservation easements must be dedicated to Pinellas County or other entity required by FS 704.06.</p> <p>(13)d For tracts, its purpose should be labeled on the plat map and the dedication must be clear regarding: i) its purpose, ii) who will have its fee interest, iii) who it will benefit, and iv) who will have maintenance responsibilities.</p> <p>(13)e For easements, its purpose and whether its public or private should be labeled on the plat map and the dedication must be clear with regards to: i) whether its public or private, ii) its purpose, iii) who its dedicated to, iv) who it benefits, and v) who will have maintenance responsibilities.</p> | 177.081(3) & 177.091(25)+ |

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| <input type="checkbox"/> | <p>(13)f Only easements dedicated to the public or private easements dedicated to the homeowner's association (or to all of the future lot owners if there's no homeowner's association) can be made on the face of the plat. An easement to a specific private entity (e.g., Duke Energy) should be granted by a separately recorded instrument and then referenced and labeled as private on the plat.</p> | 177.081(3) & 177.091(25)+ |
| <input type="checkbox"/> | <p>(14) Certificate of Approval of the plat by the County Commission is shown on the plat. ☆</p> | 177.071(1) & 177.091(12) |
| <input type="checkbox"/> | <p>(15) Circuit Court Clerk's certificate is shown on the plat. ☆</p> | 177.091(13) |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>(16)a The professional surveyor and mapper's certificate is shown on the plat. ☆</p> <p>(16)b The plat must be signed and sealed by a 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 Chapter 177, Part I, Florida Statutes.</p> <p>(16)c Every plat must also contain the printed name and registration number of the professional surveyor and mapper directly below the required statement, 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.</p> | 177.061 & 177.091(13) |
| <input type="checkbox"/> | <p>(17) Certificate for Conformity Review by Pinellas County is shown on the plat. ☆</p> | 177.081(1) |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>(18)a 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.</p> <p>(18)b 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.</p> <p>(18)c 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.</p> <p>(18)d P.R.M.s shall be set before the plat is recorded and the P.R.M.s shall be shown on the plat by an appropriate symbol or designation, and shown in the legend indicating material, size (if applicable) and stampings.</p> <p>(18)e The surveyor's certificate on the plat should state that the P.R.M.s were set and indicate when they were set or state that "the P.R.M.s have been set as of the date of this certification".</p> <p>(18)f A P.R.M. inspection will be performed by a representative of the County Survey & Mapping Division. The platting surveyor must notify this office one (1) week prior to setting and flagging the P.R.M.s. Once the P.R.M.s are set, let the Survey & Mapping Division know so the inspection of the P.R.M.s can be completed. Each P.R.M. should be exposed, flagged and verified that the plat description matches what was found or set in the field prior to notifying the county for inspection. P.R.M. stampings must meet the F.S. 177 Part 1 requirements.</p> | 177.091(7)+ |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>(19)a 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.</p> <p>(19)b Such P.C.P.s shall be shown on the plat by an appropriate symbol or designation, and shown in the legend indicating material, size (if applicable) and stampings.</p> <p>(19)c The surveyor's certificate on the plat should state that the P.C.P.s were set and indicate when they were set or state that "the P.C.P.s have been set as of the date of this certification".</p> <p>(19)d A P.C.P. inspection will be performed by a representative of the County Survey & Mapping Division, preferably at the same time as the P.R.M. inspection. The platting surveyor must notify this office one (1) week prior to setting and marking the P.C.P.s. Once the P.C.P.s are set, let the Survey & Mapping Division know so the inspection of the P.C.P.s can be completed. Each P.C.P. should be exposed,</p> | 177.091(8)+ |

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| <input type="checkbox"/> | <p>marked and verified that the plat description matches what was found or set in the field prior to notifying the county for inspection. P.C.P. stampings must meet the F.S. 177 Part 1 requirements. P.C.P.s will be required before the plat can be recorded unless bonded.</p> <p>(19)e If the P.C.P. monumentation will not be set prior to the recording of the plat, please discuss bonding requirements with Development Review Services. The surveyor's certificate, in lieu of "have been set" for the P.C.P.s, should state that "the P.C.P.s, as shown hereon, will be set in accordance with Florida Statute 177.091(8) and pursuant to the terms of the bond." The P.C.P.s must be set prior to the expiration of the bond or other surety.</p> | <p>177.091(8)+</p> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>(20)a 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.</p> <p>(20)b Lot corners must be shown on the plat by an appropriate symbol or designation, and shown in the legend indicating material, size (if applicable) and stampings.</p> <p>(20)c The surveyor's certificate on the plat should state that the lot corners were set and indicate when they were set or state that "the lot corners have been set as of the date of this certification". The lot corners will be required before the plat can be recorded unless bonded.</p> <p>(20)d If the lot corner monumentation will not be set prior to the recording of the plat, please discuss bonding requirements with Development Review Services. The surveyor's certificate, in lieu of "have been set" for the lot corners, should state that "the lot and tract corners, as shown hereon, will be set in accordance with Florida Statute 177.091(9) and pursuant to the terms of the bond." The monuments must be set prior to the expiration of the bond or other surety.</p> | <p>177.091(9)+</p> |
| <input type="checkbox"/> <input type="checkbox"/> | <p>(21)a All section lines and quarter section lines occurring within the subdivision are drawn and labeled.</p> <p>(21)b All information called for in the metes and bounds description, such as the point of commencement, course bearings and distances, and the point of beginning, shall be indicated.</p> | <p>177.091(14)</p> |
| <input type="checkbox"/> <input type="checkbox"/> | <p>(22)a Location, width and names of all existing streets, waterways, or other rights-of-way are shown.</p> <p>(22)b Document references from the public records (such as official records books, deed books, plat books, etc.) must be shown.</p> | <p>177.091(15)+</p> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>(23)a All lots are numbered either by progressive numbers or, if in blocks, progressively numbered in each block.</p> <p>(23)b All blocks progressively numbered or lettered.</p> <p>(23)c All tracts progressively lettered.</p> <p>(23)d Blocks in numbered additions bearing the same name may be numbered consecutively throughout the several additions.</p> | <p>177.091(18)+</p> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>(24)a All contiguous properties shall be depicted and identified by subdivision name, plat book and page, or, if unplatted, land shall be so designated.</p> <p>(24)b All adjacent platted lots must be shown and shall indicate the lot, block and/or tract designations.</p> <p>(24)c If the subdivision platted is a part or the whole of a previously recorded subdivision, the fact of it being a replat and the name of the subdivision being replatted, along with recording reference, shall be stated in the subtitle on each sheet. Controlling lines appearing on the earlier plat, including lot lines, tract lines and right-of-way lines, shall be shown along with sufficient ties to permit an overlay.</p> | <p>177.091(17)+</p> |
| <input type="checkbox"/> | <p>(25)a Location and width of proposed easements and existing easements identified in the title report are shown and their intended use is clearly stated.</p> | <p>177.091(16)+</p> |

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| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>(25)b All proposed easements must be identified as public or private and be addressed in the plat dedication.</p> <p>(25)c Documentation references from the public records must be shown, if provided to the surveyor. Existing easements will be shown on the plat (including dimensions and recording info) if being perpetuated, or will be addressed by subordination, vacation or other release.</p> <p>(25)d 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.</p> <p>(25)e All easement dimensions, except to irregular boundaries, should be shown to the hundredths of a foot, including the dimensioning of lot line offsets and centerline offsets. A descriptive label, such as "10' Drainage Easement", is acceptable when there's an actual dimension shown in hundredths. If this label also serves as a dimension, it should be shown to the hundredths as "10.00' Drainage Easement".</p> | <p>177.091(16)+</p> |
| <input type="checkbox"/> | <p>(26) Park and recreation parcels are designated as such.</p> | <p>177.091(23)</p> |
| <input type="checkbox"/> | <p>(27) All interior excepted parcels are clearly indicated, monumented and labeled "Not a part of this plat." Unusable strips will not be permitted.</p> | <p>177.091(24)+</p> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>(28)a Sufficient survey data is shown to positively describe the bounds of every lot, block, street easement, and all other areas shown on the plat.</p> <p>(28)b Sufficient bearings to show direction of all lines are shown, and all bearings are shown to the nearest second of arc.</p> <p>(28)c Curves show the radii, arc distances, central angles, chords and chord bearings. Radial lines are so designated. Direction of non-radial lines are indicated. Non-tangent curves must be indicated.</p> <p>(28)d All dimensions, except to irregular boundaries, shall be shown to the hundredths of a foot, including the dimensioning of lot line offsets and centerline offsets for easements and rights-of-way.</p> <p>(28)e When any lot or portion of the subdivision 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.</p> <p>(28)f All measurements shall refer to horizontal plane and in accordance with the definition of the U.S. Survey foot adopted by the National Institute of Standards and Technology.</p> | <p>177.091(19)+, 177.091(21)+ & 177.091(20)+</p> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>The centerlines of all proposed streets are shown as follows:</p> <p>(29)a Noncurved lines: distances together with bearings.</p> <p>(29)b Curved lines: radii, arc distances, central angles, chords and chord bearings.</p> <p>(29)c The widths of all proposed streets are shown.</p> <p>(29)d Street names must be no longer than 14 characters (including spaces and abbreviated suffix) and must conform to the following:</p> <ul style="list-style-type: none"> <i>i)</i> Each street must have one correct name. Avoid the use of directionals and suffixes to change street names at changes in direction. <i>ii)</i> Avoid the assignment of a primary street name is also used as a suffix (Court Street, South Blvd.). <i>iii)</i> Avoid sound alike names (Beech and Beach, Main and Maine) <i>iv)</i> Acceptable suffix abbreviations are (Dr, Ave, Ct, Pl, St, Blvd, Pkwy, Cir, Ln, Rd, Terr, Way, and Cswy). | <p>177.091(22)+</p> |

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| <input type="checkbox"/> | (30) When it is not possible to show line or curve data information on the map, a tabular form may be used. Line and/or curve tables must appear on the sheet to which it applies. | 177.091(26) |
| <input type="checkbox"/> | (31) The plat includes in a prominent place the following statement: “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) |
| <input type="checkbox"/> | (32) The plat includes in a prominent place the following statement: “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.” ☆ | 177.091(28) |
| <input type="checkbox"/> | (33)a A legend of all symbols and abbreviations is shown. | 177.091(29)+ |
| <input type="checkbox"/> | (33)b Any symbols or abbreviations that are not used should be removed from the legend. | |
| <input type="checkbox"/> | (34) When applicable, Pinellas County's conservation easement note is shown in a prominent place on the plat. ☆ | 704.06 |
| <input type="checkbox"/> | (35) If the subdivision is a Minor Plat, per LDC Section 154-265, include the Private Stormwater Management Area Note, per 154-265(a)(1)i, in a prominent place on the plat. ☆ | 177.011+ |
| <input type="checkbox"/> | (36) When applicable, the Coastal Mapping requirements as established in Chapter 177, Part II, Florida Statutes have been met. | 177.25 – 177.40 |
| <input type="checkbox"/> | (37) When applicable, the Restoration of Corners requirements as established in Chapter 177, Part III, Florida Statutes have been met. | 177.501 – 177.510 |
| | The submitted subdivision plat must be accompanied by a title report that: | 177.041(2)+ |
| <input type="checkbox"/> | (38)a Shows 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. | |
| <input type="checkbox"/> | (38)b Shows all mortgages not satisfied or released of record nor otherwise terminated by law. | |
| <input type="checkbox"/> | (38)c Is less than 60 days old. For resubmittals, if the title report has become more than 60 days old it will need to be updated. The title report shall be less than 120 days old at the time of recording of the plat. | |
| <input type="checkbox"/> | (38)d Is in the same format as Pinellas County's sample title report. ☆ | |
| <input type="checkbox"/> | (38)e The legal description contained in the title report must match, exactly, the legal description appearing on the face of the proposed plat. | |
| <input type="checkbox"/> | (38)f Is based on a minimum 30-year title search and must include <u>all</u> recorded easements, servitudes and/or covenants benefitting or burdening the property to be platted. | |
| <input type="checkbox"/> | (38)g Hardcopies or scans of all documents referenced in the title report must be provided. | |
| | The submitted subdivision plat must be accompanied by a boundary survey that: | 177.041(1)+ |
| <input type="checkbox"/> | (39)a Meets Standards of Practice as defined in Florida Administrative Code Chapter 5J-17. | |
| <input type="checkbox"/> | (39)b Is not more than one year old as of the date of submittal. | |

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| <input type="checkbox"/> (39)c Is signed and sealed by the platting surveyor or by another PSM associated with the same LB. <input type="checkbox"/> (39)d Is prepared with the benefit of a title report and shows or references all encumbrances. <input type="checkbox"/> (39)e Is on the same bearing basis as the plat. <input type="checkbox"/> (39)f The legal description appearing on the face of the proposed plat should be shown on the boundary survey, verbatim, or following the legal description of record with the notation “being more particularly described as follows”. <input type="checkbox"/> (39)g If the proposed plat’s legal description is not shown on the boundary survey, the surveyor must provide a signed and sealed Surveyor’s Certificate or affidavit certifying that, in his or her professional opinion, both descriptions describe the same lands. <i>Please be aware that our internal review process does not address all the issues pertaining to the legal conformity of the boundary survey and the requirements in meeting the Standards of Practice per F.A.C. 5J-17.051 thru 5J-17.053. It’s the responsibility of the licensed surveyor to perform an adequate review and checking procedure before submittal.</i> | 177.041(1)+ |
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Reviewer’s Comments: *(For each comment, please indicate the corresponding item number)*

Surveyor’s Review Statement

I hereby affirm that this proposed subdivision plat of _____ was prepared under my direction and supervision, that it’s in compliance with Florida Statute 177 and County requirements, and that I completed the above Plat Conformity Review Checklist during my review.

Signature of Reviewing Surveyor

Date

LS Number

Pinellas County Survey and Mapping Division will not provide a quality assurance/quality control level of review. A proposed subdivision plat submitted with substantial errors and omissions, that make it apparent to the reviewing surveyor that the quality control performed prior to submission was insufficient, cannot be fully reviewed and will be disapproved with minimal comments.