



MINOR SUBDIVISION/RECOMBINATION PLAT REVIEW CHECKLIST

Project Name: _____ Date: _____

Applicant Name: _____ Signature: _____

1. ___ Subdivision plat application, copy of plat, plat review fee & checklist(s).
2. ___ Recording fee, \$10.00 per sheet. Due when final plat is approved, signed & ready for recording.
3. ___ Title of subdivision on plat.
4. ___ Type of Survey, e.g. Minor, Major, Recombination, Easement etc.
5. ___ North arrow with reference to principle meridian and method.
6. ___ Scale stated and shown graphically.
7. ___ Vicinity map showing location of plat area with north arrow.
8. ___ Name of county, city, lot, subdivision.
9. ___ Name of property owner or authorized agent for survey plat.
10. ___ Statement of dedications (stormwater dedication if app.) by landowner(s).
11. ___ Names of adjacent property owners, deeds and/or plats references.
12. ___ Date of plat preparation.
13. ___ Date(s) of field Survey.
14. ___ Statement to type of survey and/or GPS equipment used. (GPS rule 180-7-09)
15. ___ Name, address, telephone number and registration number of surveyor.
16. ___ Letter and/or number to identify each lot of site.
17. ___ Purpose for sites other than residential lot, dedicated or reserved.
18. ___ Minimum setback lines for buildings on lots or sites.
19. ___ Curves shall include all information needed for design on plat.
20. ___ All corner markers, pertinent POR's with description of monument & size.
21. ___ Rights-of-way names and widths (and former widths, if pertinent).
Dedicate the deficit for substandard rights-of-ways. Historical area excluded.
22. ___ Location, width and purpose of easements adjacent to or crossing the property.
23. ___ Apparent encroachments and observed evidence of human burials or cemeteries.
24. ___ Two or more primary control points of reference using State Plane Coordinates and monument type.
25. ___ Bearings (degrees, minutes & seconds) and distances on all lines on plat area.
26. ___ Area of the parcels platted in square feet and/or acres.
27. ___ All land lines & city, county & state boundaries intersecting or adjacent to the surveyed property.
28. ___ Error of closure in field: 1 foot in _____, degree _____, rule used _____
29. ___ Error of closure on plat: 1 foot in _____ Closures shall not be a generalization.
30. ___ Benchmarks: 1 required for minor subdivision.
31. ___ Delineation of all flood zones, flood hazard locations, LOMA's, Saltwater Marsh, Wetlands, Hammocks, LiMWAs, Floodways, Local flood studies, 5 acres/50 lots in unnumbered A Zone need BFE.
32. ___ Minimum finished floor and garage floor elevations shall be shown for all proposed lots located in a SFHA.

NOTE: *If the subdivision of property involves one or more existing buildings, submit "SUPPLEMENTAL SUBDIVISION PLAT REVIEW CHECKLIST FOR EXISTING BUILDING(S)".*

NOTE: *Once all reviewing departments have approved the plat, three (3) paper copies, a PDF copy, and digital CAD file must be submitted prior to final acceptance of plat.*



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- 33. ____ Signature Block. (Minor Subdivision)
- 34. ____ Environmental Site Assessment (ESA) or waiver.
- 35. ____ If no additional City infrastructure is required, provide a letter stating such.
- 36. ____ Three-inch square box in the upper left-hand corner.
- 37. ____ Surveyors Certification within a box having surveyors stamp within or near the box.
- 38. ____ COA (Certificate of Authorization) if working for a firm.
- 39. ____ Clearly show and label all existing buildings.
- 40. ____ Address of new lots. (MPC)