



CITY OF GREENACRES

FINAL PLAT REQUIREMENTS/CHECKLIST

SUBMISSION OF FINAL PLAT AND CONSTRUCTION PLANS FOR REVIEW

While the approval of the preliminary plat or site and development plan is in effect, the applicant shall submit the final plat and plans for approval. The final plat and plans shall conform essentially to the preliminary plat and site plan as approved.

The application for final plat approval shall be submitted to the City Engineer and shall include the following:

- ❑ Completed Application (*signed by Owner & Applicant*)
- ❑ Review fee
- ❑ Warranty Deed and Title Certification.
- ❑ Two (2) initial copies of final plat.
- ❑ Two (2) initial copies of construction plans and specifications.
- ❑ Engineering reports and calculations.
- ❑ Construction cost estimate.
- ❑ Contract and surety for improvements (*if required*).
- ❑ Permits from Agencies having jurisdiction.

1. FINAL PLAT REQUIREMENTS

The final plat shall be prepared by a land surveyor registered in the State of Florida and shall meet the requirements of Chapter 177 Florida Statutes and Chapter 21HH-6 Florida Administrative Code. The final plat shall be drawn to the same scale as the site plan/preliminary plat of not more than one hundred (100) feet to the inch on sheets measuring twenty-four (24) inches by thirty-six (36) inches. The plat shall include all the items outlined in Chapter 177 Florida Statutes and the following:

- a. **Dedications** - The purpose of all areas shown on the plat shall be defined in the dedication on the plat including all areas reserved for use by the residents of the subdivision such as access tracts, common areas, lake areas etc., all areas reserved for public use, such as parks, right-of-way for roads, streets or alleys, easements for all utilities, rights-of-ways and easements for drainage purposes and any other area, shall be dedicated by the owner of the land at the time the plat is recorded.
- b. **Mortgagee's Consent and Approval** - All mortgages along with the Mortgagee's Consent and Approval of the dedication shall be required on all plats where mortgages encumber the land to be platted. The signatures of the mortgagee or mortgagees, as the case may be, must be witnessed and the execution must be acknowledged. In case the mortgagee is a corporation, the consent and approval shall be signed on behalf of the corporation by the president or vice president and the secretary or an assistant secretary, respectively, by and with the authority of the Board of Directors as evidenced by a resolution adopted thereby.

c. **Certification of Surveyor** - The plat shall contain the signature, registration number and official seal of the land surveyor, certifying that the plat is a true and correct representation of the land surveyed under his responsible direction and supervision and that the survey data compiled and shown on the plat complies with all the requirements of Chapter 177, Florida Statutes, as amended, and this Ordinance. The certification shall also state that permanent reference monuments, "P.R.M.", have been set in compliance with Chapter 177, Florida Statutes, as amended, and this Ordinance, and the P.C.P.'s will be set under the direction and supervision of the surveyor within one year from the date the plat was recorded.

d. **Certification of Title** - The title certificate shall state the following:

(I) (We), _____, a (duly licensed attorney in the state of Florida) (a title insurance company, duly licensed in the State of Florida) do hereby certify that (I) (we) have examined the title to the hereon described property; that (I) (we) find the title to the property is vested to (*individual/corporation*); that the current taxes have been paid; that (*choose one*):

- all mortgages not satisfied or released of record nor otherwise terminated by law are show hereon:
- there are no mortgages of record:

and that (*choose one*):

- there are no other encumbrances of record.
- there are encumbrances of record but those encumbrances do not prohibit the creation of the subdivision depicted by this plat.

Attorney at law licensed in Florida
or
title, insurance company licensed in Florida

e. **Instrument Prepared By** - The name and address of the natural person who prepared the plat shall be contained on the plat as required by Chapter 695.24, Florida Statutes, as amended. The name and address shall be in statement form consisting of the words, This instrument was prepared by

Name

Address

2. CONSTRUCTION PLAN REQUIREMENTS

All construction plans and supporting documents submitted to the City Engineer for review and approval shall bear the date, seal and signature of the Project Engineer responsible for the Development.

Two (2) initial copies of the final subdivision plans and specifications for paving, drainage, utility systems and other improvements, shall be submitted and approved prior to the commencement of construction. The plans shall be drawn to the same scale as the final plat and/or site plan on sheets measuring twenty-four (24) inches by thirty six (36) inches and shall include the following:

ITEMS SUBMITTED			2. CONSTRUCTION PLAN REQUIREMENTS CONTINUED
Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	a. Profiles showing existing and proposed elevations along center lines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the center line of the existing road or roads within one hundred (100) feet of the intersection, shall be shown. Radii of all curves, lengths of tangents, and central angles on all streets shall be shown.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	b. Plans and profiles showing the locations and typical cross-section of street pavements including curbs and gutters, sidewalks, drainage easements, rights-of-way, manholes, and catch basins; the locations of street trees, street lighting standards, and street signs; the location, size, and invert elevations of existing and proposed sanitary sewers, stormwater drains, and fire hydrants, showing connection to any existing or proposed utility systems; and exact location and size of all water, gas, or other underground utilities or structures.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	c. Location, size, elevation, and other appropriate descriptions of any existing facilities or utilities, including, but not limited to, existing streets, sewers, drains, water mains, easements, water bodies, streams, and other pertinent features, such as swamps, railroads, buildings, features noted on the Official Map or Master Plan, at the point of connection to proposed facilities and utilities within the subdivision, and each tree with a diameter of eight (8) inches or more, measured twelve (12) inches above ground level. The water elevations of adjoining lakes or streams at the date of the survey, and the high-and-low-water elevations of such lakes or streams. All elevations shall be referred to the N.G.V.D. plane. If the subdivision borders a lake, river, or stream, the distances and bearings of a meander line established not less than twenty (20) feet back from the ordinary high-water mark of such waterways.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	d. All specifications and references required by the City's construction standards and specifications, including a site-grading plan for the entire subdivision and lot grading.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	e. Engineering calculations in support of proposed plans along with specifications for paving, drainage, utility system and other improvements.

ITEMS SUBMITTED			2. CONSTRUCTION PLAN REQUIREMENTS CONTINUED
Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	f. Water distribution system and sanitary sewage facilities plans and details approved by the County's Health Department.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	g. Stormwater management facilities plans and details in accordance with the requirements of the South Florida Water Management District.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	h. Soil profiles, prepared under the supervision of a Geotechnical Engineer, including, but not limited to, the following minimum requirements: <ul style="list-style-type: none"> 1. Soil borings at a maximum interval of 500 feet along street centerlines. The minimum depth of boring shall be five (5) feet below profile grade of two (2) feet below the storm sewer or sanitary sewer, whichever is greater. Not less than two (2) borings shall be taken per street. 2. AASHTO Soils Classification. 3. Hydraulic Conductivity. 4. Determination of water table elevation (24 hour test) and anticipated high wet season water table.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	i. Permits from all agencies having jurisdiction including but not limited to SFWMD, LWDD, PBC Water Utilities, PBC Health Department, FDOT, PBC Land Development.
			3. CONSTRUCTION COST ESTIMATE
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	A construction cost estimate shall be submitted providing the estimated cost of installing all improvements. Such estimates shall be prepared by the Project Engineer and shall be based upon recent bid information. As an alternative, bids of two (2) reputable contractors or a copy of an executed contract for the installation of the improvements may be submitted.
			4. CONTRACT AND SURETY FOR IMPROVEMENTS
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	a. A contract executed in triplicate between the City and Developer for the construction of the required improvements shall be submitted in the form required by the City.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	b. Guarantees of one hundred ten percent (110%) of the amount of the required improvements shall be given to the City for the required improvements. Said guarantee may be in the form of a performance bond issued by a recognized surety company licensed to do business in Florida or other surety or escrow satisfactory to the City Council.

ITEMS SUBMITTED			5. DEED RESTRICTIONS
Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	The developer shall provide one (1) copy of all deed restrictions affecting the subdivision, when requested by the City.
			6. PROPERTY APPRAISAL
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	The Developer shall submit a property appraisal prepared by a certified appraiser to determine the value of the land on a per acre basis to be used in calculating the City impact fees.
			7. POLLUTION PREVENTION PLAN
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	In accord with the requirements of the National Pollution Discharge Elimination System (NPDES), a Storm Water Pollution Prevention Plan, Owner/Operator Certification, and Notice of Intent shall be submitted and accepted by the City prior to the issuance of building permits. <i>(Required for property one (1) acre or more).</i>

FINAL PLAT GENERAL PROCEDURE

- a. Within thirty (30) days of the receipt of a completed application the plat and plans shall be reviewed by the Engineering Department. Upon completion of the review, all comments provided by the Engineering Department must be addressed by the applicant prior to the placement of the plat on the City Council's Agenda for approval. Upon notification of sufficiency, the applicant must provide the signed sepia plat, twelve (12) copies and one set of the electronic data of the plat and plans in DWG/DXF format, for the City Council's Agenda.
- b. When the final plat is approved by the City Council, it shall be signed in the spaces provided thereon by the Mayor, and the Director of Engineering and be attested by the City Clerk with the City's seal affixed thereto.
- c. The Developer shall file a true copy of the plat, as approved, with the Clerk of the Circuit Court of Palm Beach County, Florida. One copy of the recorded final plat shall be provided, in sepia form, to the City of Greenacres and shall be maintained as permanent record along with one (1) copy in paper form and one (1) disk or CD containing the electronic copy of the plat and engineering plans in TIFF format. No development permit shall be issued until the final plat has been recorded with the clerk of the Circuit court of Palm Beach County. Certificates of occupancy shall not be issued until all required improvements have been installed and accepted.
- d. If any of the areas shown on the plat are dedicated to the public, the City Council shall pass a resolution accepting the required improvements dedicated to the public and assuming the future maintenance obligations upon approval of the City Engineer.
- e. Any change in a recorded plat shall be made in accordance with Chapter 177, Florida Statutes.
- f. The vacation of any recorded plat shall be made in accordance with Chapter 177, Florida Statutes.