



CITY OF LAKELAND PUBLIC WORKS DEPARTMENT
Engineering Division/Surveying and Mapping
PLAT REVIEW CHECKLIST

NAME OF PLAT: _____

Boundary Survey and Title Certification Required (177.041)

- A boundary survey signed and sealed by a Florida Professional Surveyor and Mapper is submitted with preliminary plat.
- A title certificate prepared by an attorney, abstractor or title company.
- Description in title certificate exactly matches description on plat.
- All easements listed in title certificate are depicted on plat.
- All mortgages listed in title certificate are referenced on plat.
- Title certificate is less than 30 days old.
- Title certificate addressed to the City of Lakeland.

Name and Replat of Subdivision (177.051)

- Subdivision name cannot be the same as any other recorded plat, except for additional phases.
- Words such as “the”, “re-plat” and “a” may not be used as first word of primary plat name.
- The primary name of the subdivision is shown in the dedication.
- If plat is a re-plat, the subtitle must state so and state the full name and recording data.
- The section, township, range, county, city (if within corporate limits) and state are in subtitle.

Qualification and Statement Required (177.061)

- Plat was prepared by a Florida Surveyor and Mapper per Chapter 472, Florida Statutes.
 - Final plat is signed and sealed. Preliminary reviews must be signed (seal is not required).
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Signing surveyor and mapper must state 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, Florida Statutes.

Plat contains the printed name and registration number of the signing surveyor and mapper.

Plat contains the printed name, address and certificate of authorization of the company, if any.

Approval of Plat By Governing Bodies (177.071)

Certificate of Surveyor checked for form and spelling per 177.061, Florida Statutes.

City of Lakeland Approval (Planning and Zoning) checked for form and spelling per LDC 9.7.3.2.

City Manager Approval checked for form and spelling per LDC 9.7.3.3.

City Surveyor Certificate checked for form and spelling per LDC 9.7.3.1.

Clerk of Circuit Court Certificate checked for form and spelling per LDC 9.7.1.3(p).

Dedication and Approval (177.081)

Plat reviewed by a Florida Surveyor and Mapper representing the governing body.

A dedication of streets, alleys and easements must be executed by all owners.

A dedication by all mortgagees, if any, shall be executed.

Plats Made for Recording (177.091)

Must be an original drawing or a non-adhered scaled print on stable base film.

An index or key map is required along with clearly labeled match lines on multiple sheet plats.

Scale and font size is sufficient to show all detail.

Scale is stated and graphically illustrated on every sheet showing any portion of the lands being platted.



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- The name of the plat is shown on all sheets in the same font and size.
 - The name of the surveyor and mapper or legal entity along with the street and mailing address is shown on each sheet.
 - A prominent north arrow is shown on every sheet showing any portion of the lands being platted.
 - The basis of bearings shall be clearly stated on the face of the plat in the notes or legend and is referenced to a well-established and monumented line.
 - Permanent Reference Monuments (PRM's) are set at each corner or change in direction on the plat boundary. PRM's may not be more than 1400 feet apart and must be set prior to acceptance of the plat. PRM's cannot be bonded.
 - PRM's for inaccessible corners are offset within the plat and said offsets are noted on the plat.
 - The registration or certificate of authorization number shall be shown where corners are found to coincide with a previously set PRM or if unnumbered, state so.
 - Permanent Control Points (PCP's) set on the centerline of the right of way at the intersection and terminus of all streets, at each change in direction and not more than 1000 feet apart. PCP's must be set prior to plat acceptance.
 - Monuments set at all lot corners, points of intersection and changes in direction within the subdivision which do not require a PRM or PCP. Monuments must be set prior to plat acceptance.
 - The Section, Township and Range is stated immediately under the name of the plat on each sheet, along with the name of the city, town, village, county and state in which the plat is situated.
 - The description is complete, exactly matches the title opinion and accurately depicts the land being platted.
 - The dedications and approvals required by 177.071 and 177.081 are shown.
 - The Clerk of the Circuit Court Certificate and the Certificate of Surveyor and seal required by 177.061 are shown.
 - All section lines and quarter section lines occurring within the subdivision are shown.
 - All information in the description is shown; i.e., Point of Commencement, Point of Beginning, etc.
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- Location, width and names of all streets, waterways, or other rights-of-way are shown.
- Location, width and purpose of all existing and proposed easements is shown. Recording information is required for all existing easements.
- All contiguous properties identified by subdivision title, plat book and page, or, if unplatted, noted as such.
- If the subdivision is a part or the whole of a previously recorded subdivision, sufficient ties to controlling lines on the previous plat are made to allow an overlay to be made.
- All lots are numbered progressively or, if in blocks, progressively within the blocks.
- Sufficient survey data to accurately describe the bounds of every lot, block, street, easement, tract, etc.
- All distances shown to the nearest .01 feet.
- Curvilinear lot lines show at a minimum the radii, arc distances and central angles.
- Radial lines are so designated and the direction of non-radial lines is indicated.
- Sufficient angles, bearings, or azimuths are shown to indicate the direction of all lines.
- All bearings, angles, or azimuth shown are to the nearest second of arc.
- The centerline of non-curved streets are dimensioned with distances together with either angles, bearings, or azimuths.
- The centerline of curved streets are dimensioned with arc distances, central angles, radii, chord and chord bearing or azimuth.
- Park and recreation areas are so designated.
- All excepted parcels labeled as "Not a part of this plat."
- The purpose of all areas dedicated are clearly stated.



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- When line or curve tables are utilized, the tabular data must appear on the sheet to which it applies.
- The plat includes the following statement in a prominent place:
“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.”
- All platted utility easements shall provide that such easements are for the construction, installation, maintenance and operation of cable television.
- A legend of all symbols and abbreviations is shown.

Miscellaneous

- Sheet size is 24” x 36” with a 3” margin on the left side and 1” margin on remaining sides.
- Permanent Reference Monuments (PRM’s) have been set as noted on the plat and meet the definition of a PRM per 177.031(15), Florida Statutes.
- Permanent Control Points (PCP’s) have been set as noted on the plat and meet the definition of a PCP per 177.031(13), Florida Statutes.
- Lot corners, points of intersection and changes in direction which do not require a PRM or PCP have been set and meet the definition of a monument per 177.031(22), Florida Statutes.
- Closure sheets of all parcels have been provided and a comparison between the plat and closure sheets has been performed.
- FEMA 100 year flood elevation where applicable per LDC 9.7.1.3(j).
- The responsibility for maintenance of parcels, swales, ponds, landscaping, irrigation, etc. should be noted on the plat.