

CITY OF JACKSONVILLE FORM DSD-PRC

Plat Review Checklist

(LDPM Volume 1, Section 3.1.1)

Include the checklist below as the cover page for the submitted plat. By providing this form, the applicant is confirming that the necessary conditions have been met by the submitted plat.

Plat Identification Information

(See Section 3.1.1 IDENTIFICATION)

Y N NA

Unique Name

- Does name include the words "section," "unit," or "phase."?
- Is "replat" noted in the subtitle along with appropriate recording reference, if applicable?

Location Information

- Does location include section, township and range under the name of the plat on each sheet, along with the name of the city, county and state?
- If a replat then reference to the original Plat Book and page number satisfy this requirement.

Street Name Plan

- Street name plan must be approved by Addressing
- Are street designations (i.e. Public or Private) must be consistent with adoption and dedication language

Cover Page Information

(See Section 3.1.1 COVER PAGE)

Y N NA

Caption

- The legal description must match title certification
- The legal description must match depiction on the map

Adoption and Dedication

- Adoption and Dedication language must match **Form LDPM-PAD**
- All areas to be dedicated must be clearly shown on the plat
- The signature block must use correct form based on entity signatory authority (Section 3.1.1 SIGNING AUTHORITY)
- Signatories must be authorized to sign based on Florida Secretary of State ownership information (i.e. <https://dos.fl.gov/sunbiz/search/>) OR provide documentation of signatory authority delegation

Consent and Joinder (As Applicable)

- Consent and Joinder Plat Dedication language from Section 3.1.1 COVER PAGE, Paragraph (4)
- The signature block must use correct form based on entity signatory authority (Section 3.1.1 SIGNING AUTHORITY)
- Signatories must be authorized to sign based on Florida Secretary of State ownership information (i.e. <https://dos.fl.gov/sunbiz/search/>) OR provide documentation of signatory authority delegation
- Two witnesses must be provided for each signature

Hold Harmless Agreement

Notary Statement

Approval for Recording

Government Certifications

- Check for correct names for Director of Public Works, Clerk of the Circuit Court, and City Surveyor

Surveyor's Certificate

- Certification must include language from Section 3.1.1 COVER PAGE, Paragraph (6)
- Include company name, address, telephone number, and certificate of authorization number for the certifying professional.

Plat Information

(See Section 3.1.1 LAYOUTS, NOTES, AND SYMBOLOGY)

Y N NA

Vicinity Map (page 2)

Key Map

Legend

Notes

- Include official depiction language
(See Section 3.1.1. LAYOUT, NOTES, AND SYMBOLOGY, Paragraph (4)(a))
- Include utility easement language (Not required for private utilities)
(See Section 3.1.1. LAYOUT, NOTES, AND SYMBOLOGY, Paragraph (4)(d))
- Include JEA utility easement language on JEA easements
(See Section 3.1.1. LAYOUT, NOTES, AND SYMBOLOGY, Paragraph (4)(d))
- Include SFHA notes (if applicable)
(See Section 3.1.1. LAYOUT, NOTES, AND SYMBOLOGY, Paragraph (4)(e))
- Include unobstructed easement language for the City of Jacksonville
(See Section 3.1.1. LAYOUT, NOTES, AND SYMBOLOGY, Paragraph (4)(g))

Each sheet must include:

Y N NA

- Name of the subdivision
- Name of the Professional Surveyor, street and mailing address.
- North arrow
- Scale
- Plat book and page box (include sheet numbers)
- COJ Reference Numbers (City Development Number and PUD number)

Survey Information

(See Section 3.1.1 GENERAL SURVEY)

Y N NA

- Line and Curve notations **OR** Line and Curve Table
- Permanent Reference Monuments (PRM) at each corner or change in direction, but no more than 1,400 feet apart.
- Permanent Control Points (PCP) located on the centerline of the ROW at intersection and terminus of each street, change in direction, but no more than 1,000 feet apart **OR** future PCP language.
- Street Locations and Widths
- Street Name Plan has been approved by Addressing and matches adoption and dedication
- Section Lines
- Contiguous Properties are identified by subdivision title, plat book and page or, if unplatted, that the land is so designated
- Lots and Blocks
 - Blocks must be progressively numbered or lettered
 - Lots must be numbered (not lettered) either by progressive numbers or, if in blocks, progressively numbered in each block.
 - In the case of townhomes, blocks may be assigned letters, and individual lots should be assigned progressive numbers.
- Easements
 - Easements must be consistent with the title opinion or property information report
 - All easement must be clearly stated



Open Space, Conservation, and Recreation

- Open space, conservation area, and active recreation space must be platted as a separate tract
- Open spaces must be labeled as “open space”, “buffer”, or “active recreation”
- Show open space calculation table on the plat