



# Land Development Procedures Manual

**VOLUME 1:**

Land Development Review  
and Approval Procedures



# **LAND DEVELOPMENT PROCEDURES MANUAL**

## **VOLUME 1: LAND DEVELOPMENT REVIEW AND APPROVAL PROCEDURES**

**CITY OF JACKSONVILLE, FLORIDA**

**2025**

Approved and Adopted in Accordance with  
Provisions of Chapter 654, Jacksonville Ordinance Code  
(Code of Subdivision Regulations)

Prepared By:



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**Effective: January 2025**

# LAND DEVELOPMENT PROCEDURES MANUAL REVISIONS

Revision Number	Revision Summary	Effective Date
28	All manual sections reorganized, all of Sections 1, 3, 4 and 7 revised, Appendix 1 Revised, Appendix 3 deleted	07/13/2021
29	Sections 1.7.1 and 7.1.5 revised	03/18/22

# LAND DEVELOPMENT PROCEDURES MANUAL

## VOLUME 1 REVISIONS

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Revision dates prior to 2021 are available [here](#).

# GENERAL STATEMENT OF LAND DEVELOPMENT PROCEDURES AND CRITERIA

The Land Development Procedures Manual (LDPM) has been produced by the Subdivision Standards and Policy Advisory Committee and the Context Sensitive Streets Standards Committee in conjunction with the Department of Planning and Development, the Department of Public Works, JEA, the Office of General Counsel, and the Private Sector in order to assist in the development of land within the City of Jacksonville. In addition, hereto, certain criteria have been incorporated pursuant to various elements of the 2030 Comprehensive Plan, adopted per Chapter 650 of the Jacksonville Ordinance Code and Chapter 163, Part II, Florida Statutes.

The LDPM includes four volumes as outlined below which are adopted and approved as provided in Chapter 654 of the Jacksonville Ordinance Code to be used by the Divisions within the Department of Planning and Development, the Engineering Division of the Department of Public Works, and JEA in review and approval of permit applications and site development plans.

**VOLUME 1:** Land Development Review and Approval Procedures

**VOLUME 2:** Design Guidelines

**VOLUME 3:** Standard Design Details

**VOLUME 4:** Standard Specifications

The information contained in the LDPM Volumes 1 through 4 will apply to all development and construction projects, both public and private, within the jurisdiction of the Department of Planning and Development of the City of Jacksonville.

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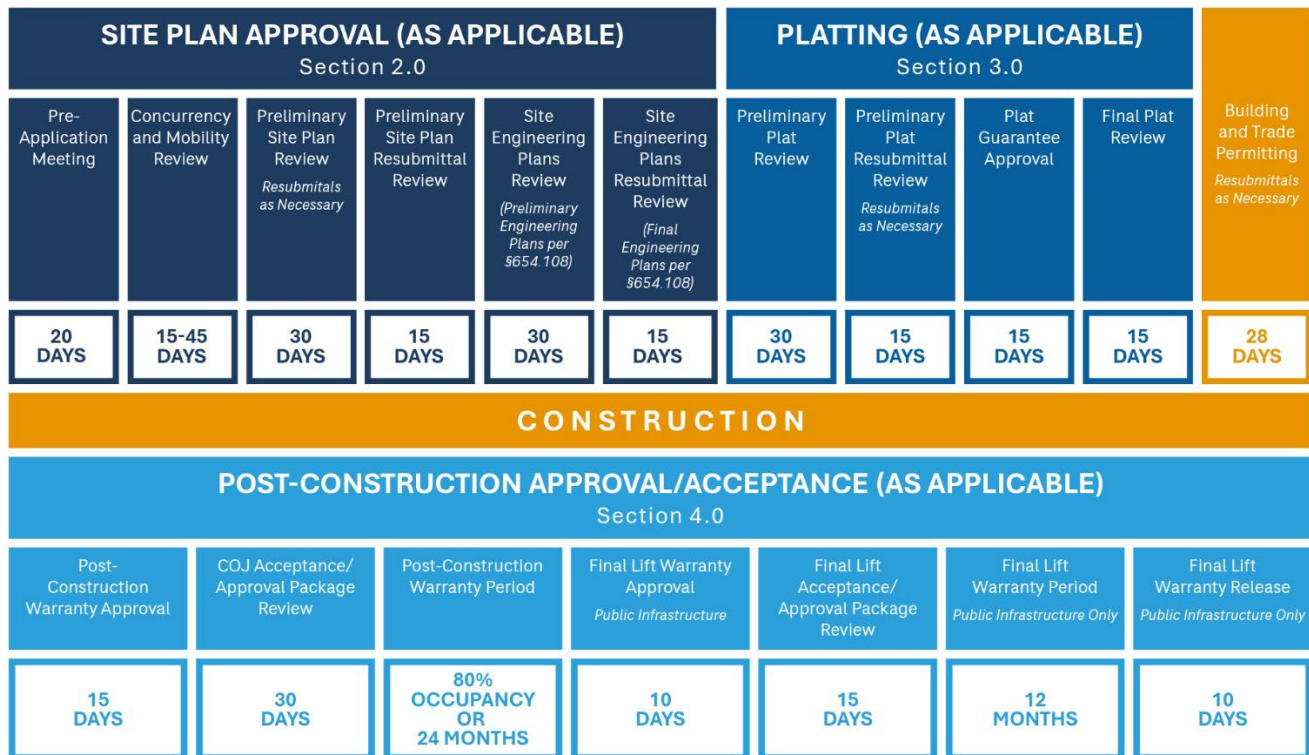


# SECTION 1.0 Introduction

Volume 1 of the LDPM outlines the policies and procedures required for site plan approval, platting, and final acceptance/approval of development projects implemented within the City of Jacksonville. These procedures are the backbone of development within the City and are presented herein to aid developers, designers, surveyors and other professionals through the process from beginning to end. In recognition that the LDPM is a living document, intended to grow and improve in response to better technical information, revisions in City policies, and process improvements, Section 5 has been added regarding change management.

## 1.1 Process Overview

The process of planning, designing, permitting, platting, and ultimately approving development projects within the City of Jacksonville typically involves 11 general steps as shown in **Figure 1.1-1**. Typical timeframes for each step are presented in the figure. In general, site plan approval should require no more than 95 business days of City review, platting should require no more than 40 days of City review, construction permitting (not covered in this document) should require no more than 40 days of City review, and approval/acceptance of constructed assets should require up to 24 months.



Note: All days are Business Days

**Figure 1.1 -1 Process Overview**

## 1.2 Document Organization

The LDPM has been structured to outline each of the major processes – civil site review, platting, and approval/acceptance. Each section includes detailed guidance on the process, including checklists for each submittal, links to required forms, and information on seeking variances, exceptions, or deviations. The full process is shown in **Figures 1.2-1 and 1.2-2**.



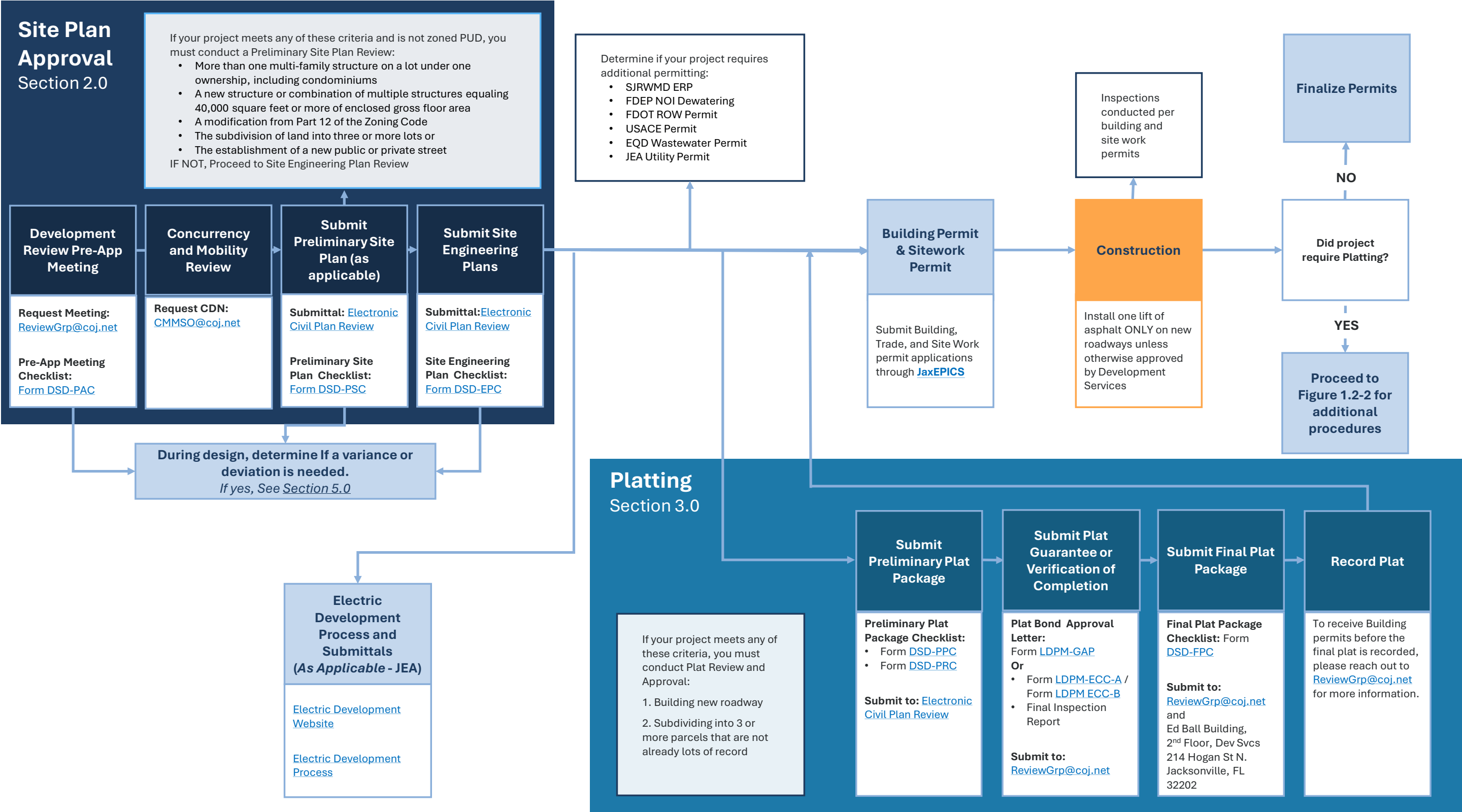


Figure 1.2 -2 Planning and Platting Process Flowchart

**Post-Construction  
Acceptance/Approval**  
Section 4.0

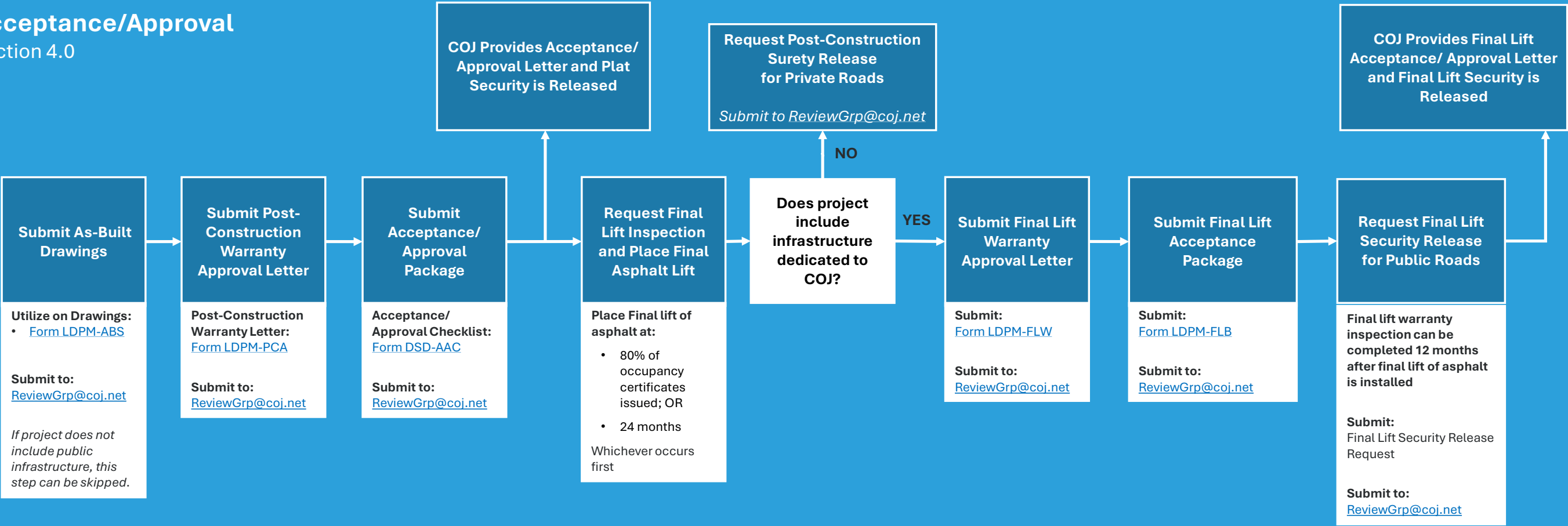


Figure 1.3 -3 Post Construction Acceptance/Approval Process Flowchart

# SECTION 2.0 Civil Design Review

## 2.1 Civil Design Requirements

Development that includes any of the following may be subject to civil design review as outlined in this section.

1. Construction/erection of any new structure(s) for any use other than one or two single family dwelling(s) or one duplex
2. Substantial improvements to sites/structures with any use other than one or two single family dwelling(s) or one duplex. Improvements are deemed substantial when:
  - In a three-year period, the total cumulative construction cost of any reconstruction, rehabilitation, additions, or other improvements is equal to at least 50 percent of the Property Appraiser assessed value of the lot improvements (including structures and parking and exterior areas but not the value of the land) on the start of the three-year period, or
  - The total square footage of structure expansions in a three-year period is equal to at least 50 percent of the structure square footage at the start of the three-year period.
3. Construction of new roads
4. Utility work in City right of way greater than 1,000 feet in length
5. Changes to vehicular use areas, including altering vehicular parking/queuing/driving patterns and construction of new driveway access to a City-maintained road. This does not include matching restriping or changes to sites strictly to come into compliance with the current standards of the federal Americans with Disabilities Act.
6. Certain converting use projects:
  - Conversion of use from residential to commercial or industrial
  - Conversion of commercial/industrial to other commercial/industrial if there are any changes in site requirements per the Zoning Code. This includes changes in the parking requirements per Section 656.604 and changes in buffer requirements per 656.1216.

## 2.2 Pre-Application Meeting

It is strongly recommended that developers and design professionals meet with City staff to review initial land development proposals before formally submitting plans for review. At this stage the developer should also contact other relevant city, regional, state, and federal agencies (see **Table 2.2-1**) to determine if any significant problems exist. Critical elements warranting early consideration include (but are not necessarily limited to) drainage, flood plain data, water and sewer services, traffic circulation, jurisdictional wetlands, and environmental issues.

The development review pre-application meeting will assist the design professional in preparing plans that will meet the requirements of Jacksonville Ordinance Code. At this meeting, City staff will also clarify which steps in the development process will be required for the proposed scope of work. Pre-application meetings can be scheduled by contacting [ReviewGrp@coj.net](mailto:ReviewGrp@coj.net) or other Development Services contact. When requesting a pre-application meeting, use [Form DSD-PAC](#) to assemble and submit the required information. Once the applicant provides the supporting information, a virtual pre-application meeting will be scheduled.

**Table 2.1-1 Agency Contacts**

AGENCY	ADDRESS	TELEPHONE
U.S. Army Corps of Engineers, Jacksonville District Permitting	701 San Marco Blvd. Jacksonville, FL 32207	904-232-1177
Florida Department of Environmental Protection, Northeast District	8800 Baymeadows Way W Jacksonville, Florida 32256	904-256-1700
Florida Department of Transportation, Jacksonville Urban Office	2198 Edison Ave Jacksonville, FL 32204	1-800-207-8236
St. Johns River Water Management District, Jacksonville Service Center	7775 Baymeadows Way Jacksonville, FL 32256	904-730-6270
Florida Public Service Commission	2540 Shumard Oak Blvd. Tallahassee, FL 32399-0850	1-850-413-6100
JEA	225 N. Pearl St. Jacksonville, FL 32202	904-665-6000

**Table 2.2 -2 City of Jacksonville Contacts**

AGENCY	ADDRESS	TELEPHONE
Traffic Engineering	1007 Superior Street Jacksonville, FL 32202	387-8861
Development Services	214 N. Hogan St., 2nd Floor Jacksonville, FL 32202	255-8310
Concurrency and Mobility Management System Office	214 N. Hogan St., 2nd Floor Jacksonville, FL 32202	255-8330
Topographical/Survey Section	214 N. Hogan St., 10th Floor Jacksonville, FL 32202	255-8762
Planning Department	214 N. Hogan St., 3rd Floor Jacksonville, FL 32202	255-7800
Fire Marshall	214 N. Hogan St., 2nd Floor Jacksonville, FL 32202	255-8320

## 2.3 Concurrency and Mobility Review

The first formal step for site development is to submit and pay for relevant applications (Mobility and CRC or CCAS) to the Planning Department's Concurrency and Mobility Management System Office (CMMSO) at [CMMSO@coj.net](mailto:CMMSO@coj.net) for review of applicable development impact fees and for issuance of a City Development Number (CDN) for the project. It is recommended that the applicant become familiar with the concurrency process as outlined on the City's Concurrency and Mobility Management System Office [website](#). If changes to the project (square footage, number of dwelling units, or change in use) occurs within 30 days of the date of issuance of Concurrency approvals, an applicant can submit a new site plan and request their application be revised. If a change to the project occurs more than 30 days after the date of issuance, then the applicant must submit and pay for a new application to include the new site plan and project details.

## 2.4 Preliminary Site Plan Review/PUD Verification

### 2.4.1 PRELIMINARY SITE PLAN REVIEW PROCEDURE

A preliminary site plan review is required for projects not zoned PUD that include any of the following:

- More than one multi-family structure on a lot under one ownership (including condominiums)
- A new structure or combination of structures equaling 40,000 square feet or more of enclosed gross floor area.
- A modification from the requirements of Part 12 of the Zoning Code (Landscape and Tree Protection Regulations)
- The subdivision of land into three or more lots
- The establishment of a new street.

Preliminary site plan review is not required for projects located within Planned Unit Development (PUD) zoning. For such projects, it is recommended that the applicant submit a site plan for verification of substantial compliance with the PUD as outlined below in [Section 2.4.3](#) before submitting preliminary site engineering plans in order to avoid potential redesign due to PUD requirements.

If a preliminary site plan review is required, the applicant should upload the site plan and all relevant documents listed below in [Section 2.4.2](#) to the City's [Electronic Civil Plan Review](#) under the assigned CDN. Once all documents are uploaded, the applicant should submit the complete package for review by clicking the submit button. All review comments and correspondence shall be sent and received through the City's online civil review system. Once a review is complete, the main contact in the online civil review system will be notified by email. If the submittal is not approved, the applicant shall address all comments provided and upload any revised documents. Once all revised documents are uploaded, the applicant should submit the updated package for review by clicking the submit button. This process will continue until all required reviewers of the preliminary site plan approve of the submittal. Once the preliminary site plan is approved, the applicant may submit the Site Engineering Plans for review as outlined in [Section 2.5.1](#). If significant changes occur subsequent to the approval of the preliminary site plan, a new preliminary site plan submittal may be required.

### 2.4.2 PRELIMINARY SITE PLAN REQUIREMENTS

[Form DSD-PSC](#) is provided to assist applicants in checking site plans for required information prior to submittal. The preliminary site plan shall contain the following information:

1. Project or Development name (includes any former name if existing)
2. Name of Owner, Developer, Registered Professional, Surveyor, and Landscape Architect.
3. Vicinity map showing a north arrow, map scale, and date of drawing.
4. Data Summary including:
  - a. Total site area
  - b. Total area provided for open space and/or recreation.
  - c. Number of lots and dwelling units
  - d. Number and footprint area of buildings
  - e. Existing and proposed zoning
  - f. Number of parking spaces per Section 656.604 of the Jacksonville Ordinance Code
  - g. Percent of building coverage to lot area

5. All contiguous rights-of-way, easements, and platted lots, as well as all median openings within 200 feet of proposed project, all streets, right-of-way dimensions, pavement widths, and sidewalks per Section 654.133 of the Jacksonville Ordinance Code
6. Street and lot layout, dimensions for all lots, and dimensions for building pads including either a 40 x 40 or a 50 x 50 pad on all single family detached lots of 6,000 Square feet or less.
7. All “jurisdictional wetlands” and FEMA flood zones within subject property, and a complete vegetative and wildlife survey for projects over fifty (50) acres
8. Existing conditions and identification of existing improvements that will remain undisturbed.
9. A master plan of original development and proposed phasing and units
10. Rights-of-way proposed as new road.
11. Type(s) of Fire Protection Service, including distances to nearest existing fire hydrant(s) and locations of all proposed hydrants.
12. Locations and dimensions of signage
13. Locations for compactors, dumpster pads, and areas for securing bicycles.
14. Zoning of all adjacent parcels
15. All existing and proposed sidewalks
16. A protected tree survey, a tree mitigation plan, and lot buffer requirements

For the purposes of this document, “Appropriate Registered Professional” or “Registered Professional” means a professional registered in Florida with the necessary expertise in the field. Examples of registered professionals may include professional engineers licensed under Chapter 471 F.S., professional landscape architects licensed under Chapter 481 F.S., and professional geologists licensed under Chapter 492 F.S., who have the referenced skills.

### **2.4.3 PUD VERIFICATION**

For projects within PUD zoning, verification of substantial compliance to a PUD is required before the site engineering plans will be approved. The applicant should upload the following documents and information to the online [Land Use and Zoning Application Portal](#) under an “Application for Verification of Substantial Compliance to a PUD.” Once the application is approved, the applicant will receive an approval letter that should be submitted with the Site Engineering Plans package in the online civil review system.

1. The entire enacted PUD ordinance, including the approved Written Description and Site Plan
2. Project location information (on a local map or within the master plan)
3. Legal description of the project property
4. Signed authorization by Owner.
5. Location, dimensions, and type of any signs (as applicable)
6. Site Plan showing the proposed building footprint(s) and driving aisle/parking areas. The plan must also list the building size(s), building height(s), setbacks, lot coverage, number of required and proposed parking spaces.
7. Building elevation views
8. Lighting plans or other documentation required by the PUD as applicable.

## 2.5 Site Engineering Plans Review

### 2.5.1 SITE ENGINEERING PLANS REVIEW PROCEDURE

Once site engineering plans are complete (i.e. biddable set of plans for construction), the applicant should upload the plans and all relevant documents listed below in [Section 2.5.2](#) to the City's [Electronic Civil Plan Review](#) under the assigned CDN. Once all documents are uploaded, the applicant should submit the complete package for review by clicking the submit button. The first submittal of the site engineering plans may be referred to as the preliminary site engineering plans and the review of this preliminary package may take up to 30 business days.

Once a review is complete, the main contact in the online civil review system will be notified by email. If the submittal is not approved, the applicant shall address all comments provided and upload any revised documents. Once all revised documents are uploaded, including a comment response document, the applicant should submit the updated package for review by clicking the submit button. The resubmitted site engineering plans may be referred to as the final site engineering plans and the review of resubmitted packages may take up to 15 business days.

This process will continue until all required reviewers of the engineering plans approve the submittal. Once the site engineering plans are approved, the plans will be stamped with the approval of the Chief of Development Services and the main contact in the online civil review system will be notified by email. Approved site engineering plans shall be valid for five years from the date of initial final approval. Any subsequent revisions to approved plans per [Section 2.6](#) do not extend the initial final approval date. Note that a preliminary plat package may be submitted for review as outlined in [Section 3](#) once the first submittal of the Site Engineering Plans are reviewed.

### 2.5.2 SITE ENGINEERING PLANS REQUIREMENTS

[Form DSD-EPC](#) is provided to assist applicants in checking engineering plans for required information prior to submittal. The site engineering plans submittal shall contain the following information:

1. Current City of Jacksonville [cover sheet](#)
2. Plans signed and sealed by design professional.
3. Right-of-way (ROW) permit and hold harmless recording for improvements in the ROW (as applicable).
4. Closure documents for any un-opened ROW affected by the project (as applicable)
5. Drainage calculations signed and sealed by design professional (as applicable)
6. Soil borings for detention basins (as applicable)
7. Copy of SJRWMD exemption letter or permit (as applicable)
8. Copy of the PUD (as applicable)
9. PUD approved verification of substantial compliance (as applicable)
10. Planning Department Site Plan approval letter (as applicable)
11. [Construction Inspection Letter](#) (as applicable)
12. Copy of any approved administrative deviations/zoning exceptions. (as applicable)
13. Copy of any approved civil design deviations (as applicable)
14. Receipt of Plan Review Fee



To avoid name changes, it is suggested that the proposed names of subdivisions and streets be verified with the City. Street names should be verified by the Addressing Group of the Development Services Division within the Department of Planning and Development.

### 2.5.3 JEA REQUIREMENTS

#### Electric Development

JEA has established an [Electronic Development Process](#) to initiate Preliminary Design of electrical distribution plans. The required items shall be submitted to the appropriate JEA division to initiate preparation of the electrical distribution plans for the development. JEA will normally complete the Preliminary Design within 20 working days. See JEA's [Electric Development Website](#) for additional details on this process.

Changes to the development requiring changes to the JEA electric system design will require additional payments by the developer to JEA for the costs of redesign. Therefore, the developer is cautioned to provide the information referenced above only when changes to the development are not anticipated.

#### Potable Water and Wastewater

The developer shall be responsible for providing a public water system in each new development as well as an adequate sewage collection system and/or treatment facility where necessary.

When a developer desires to connect to the JEA owned system, it shall be his or her responsibility to contact JEA. JEA shall then advise the developer as to the proper coordination procedures. JEA has established a process to review and approve water and wastewater development projects. Review the [Stages of a Water/Wastewater Development Project](#) and access applicable [forms, procedures, and checklists](#) for required submittals on the JEA website.

When a developer desires to connect to a privately owned system, it shall be the developer's responsibility to coordinate with the private utility company for approval of the connection. A private utility company is one that has a current Certificate of Public Convenience and Necessity issued by the Florida Public Service Commission or other legal companies. Plans, specifications, and design calculations must be submitted to JEA for approval, whether the system is public or private.

## 2.6 Revisions to Approved Plans

### 2.6.1 REVISIONS REVIEW PROCEDURE

Changes to the site engineering design after the plans have been approved must be resubmitted as a revision. The applicant will need to send a request including the CDN to [ReviewGrp@coj.net](mailto:ReviewGrp@coj.net) or other Development Services contact for the project to be re-opened for submission in the Electronic Civil Plan Review system. Once the project has been re-opened, the applicant should upload all relevant documentation listed below in [Section 2.6.2](#) to the City's online civil review system under the assigned CDN. Once all documents are uploaded, the applicant should submit the complete package for review by clicking the submit button. The revision submittal will be routed to any review disciplines affected by the proposed revision as outlined in the transmittal letter. Review of all revision submittals may take up to 15 business days.

Once a review is complete, the main contact in the online civil review system will be notified by email. If the submittal is not approved, the applicant shall address all comments provided and upload any revised documents. Once all revised documents are uploaded, including a comment response document, the applicant should submit the updated package for review by clicking the submit button.

This process will continue until all required reviewers of the revision approve the submittal. Once the revision is approved, the plans will be stamped as revised drawings with the approval of the Chief of Development Services and the main contact in the online civil review system will be notified by email. Revisions to approved plans do not extend the initial final approval date.

### **2.6.2 REVISION REQUIREMENTS**

The revision submittal shall contain the following information:

- A plan set of **only the revised sheets** with revision clouds.
- Any additional approved documentation that has been revised (drainage calculations, PUD Verification, etc.)
- A transmittal letter that clearly notes the revisions being made.

## SECTION 3.0 Platting and Dedication Procedures

### 3.1 Preliminary Plat Review Procedures and Requirements

Before a plat is submitted for review, the applicant must obtain a plat City Development Number (CDN) by contacting the Concurrency and Mobility Management System Office at [CMMSO@coj.net](mailto:CMMSO@coj.net). The applicant should upload the plat and all relevant documents listed below in [Section 3.1.2](#) to the City's online civil review system under the plat CDN. Once all documents are uploaded, the applicant should submit the complete package for review by clicking the submit button. All review comments and correspondence shall be sent and received through the City's online civil review system. Once a review is complete, the main contact in the online civil review system will be notified by email. If the submittal is not approved, the applicant shall address all comments provided and upload any revised documents. Once all revised documents are uploaded, the applicant should submit the updated package for review by clicking the submit button. This process will continue until all required reviewers of the preliminary plat package approve of the submittal. Once the preliminary plat package is approved, a plat approval letter will be emailed to the applicant. Once the plat approval letter is received, the applicant shall compile the final plat package for recording pursuant to [Section 3.3](#) below.

#### 3.1.1 PLAT REQUIREMENTS

[Form DSD-PRC](#) is provided to assist applicants in checking plats for required information prior to submittal.

##### IDENTIFICATION

1. **UNIQUE NAME:** Every subdivision shall be given a name by which it shall be legally known. For the purpose of this section, that name is the "primary name." The primary 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 primary name followed by the unit, section, or phase number. Words such as "the," "replat," or "a" may not be used as the first word of the primary name.
2. **LOCATION:** The section, township, and range shall appear immediately under the name of the plat on each sheet included, along with the name of the city, town, village, county, and state in which the land being platted is situated.
3. **STREETS:** A Street name plan must be approved by the Addressing Section prior to submittal of a preliminary plat. All streets shall be appropriately labeled public or private as stated in the adoption and dedication.

##### COVER PAGE

1. **GENERAL REQUIREMENTS:** The first sheet of all plats shall show the caption, adoption and dedications, consent and joinders (as applicable), hold harmless agreements, notary statements, approval for recording and required certifications. If more than one sheet is needed, the additional information must be shown on the next sheet. Size of lettering on plats for caption, adoption and dedications, notary statements, director of public works approval, clerk of circuit court certificates, surveyor's certificate, bearings, distances and line and curve tables shall not be less than 0.08 inches or No. 80 Leroy lettering template size.
2. Every plat shall have the subdivision's name in legible lettering of the same size and type, including the words "section," "unit," or "phase." Any change in a plat, except as provided in F.S.177.141, shall be labeled a "replat." If the word "replat" is not part of the primary name, then it may be of a different size and type. The fact of its being a replat shall be stated as a subtitle under the name of the plat on each

sheet included. The subtitle must state the name of the subdivision being replatted, and the appropriate recording reference.

3. **CAPTION:** A complete legal description of the land to be subdivided. The legal description shall be the same as that provided in the title opinion or property information report required in Ordinance Code 654.110, and in F.S.177.041(2).
4. **ADOPTION AND DEDICATION:** The cover page of the plat shall include a dedication to the public without reservation or to a private entity, of streets, highways, alleys, parks, parkways, easements, common areas, or other public or private places included within the plat. The dedication should use appropriate "Adoption and Dedication" language from the applicable sections of [Form LDPM-PAD](#). The primary name of the subdivision shall be shown in the dedication and shall coincide exactly with the subdivision name. The purpose of all areas dedicated must be clearly indicated or stated on the plat. If lakes, retention, infiltration systems etc. are part of the approved subdivision, the plat identification, adoption, and dedication are to make reference using the same language. The accurate outline of property which is to be dedicated, reserved or proposed for public use, including easements, and property that may be reserved by covenants in deeds for the common use of the property owners in the subdivision must be indicated on the plat. The Adoption and Dedication shall include signature blocks for the owner to execute the Adoption and Dedication as set out in Signing Authority below before two witnesses and acknowledged before a notary.
5. **CONSENT AND JOINDER:** If there are any mortgagees or lienholders on the land and or on appurtenant off-site easements, they must consent to and join in the plat dedication by signing the language below before two witnesses and acknowledged before a notary. The Consent and Joinder must include signature blocks for all lienholders to execute the Consent and Joinder as set out in Signing Authority below before two witnesses and acknowledged before a notary.

#### CONSENT AND JOINDER TO PLAT DEDICATION

The undersigned hereby certifies that it is the holder of the mortgage, lien or other encumbrance imposed by [ Type of Encumbrance ] by the [ Mortgagee/Lienholder ] and evidenced by that certain [ Title of Instrument ] recorded in Official Records Book \_\_\_\_\_, Page \_\_\_\_\_, of the Public Records of Duval County, Florida ("Mortgage/Lien/Encumbrance"), encumbering the lands described in the Adoption and Dedication section herein, and agrees that the Mortgage/Lien/Encumbrance shall be subordinated to said dedications for all real and personal property dedicated herein to either the City of Jacksonville or JEA.

Signing Entity: \_\_\_\_\_

Signed in the presence of:

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

6. **GOVERNMENT CERTIFICATIONS:** The appropriate certifications and acknowledgement from the Director of Public Works, the Clerk of the Circuit Court, and the City's Professional Surveyor and Mapper must appear on page one, when practical. These certifications must contain the current name of the incumbent for each.
7. **SURVEYOR'S CERTIFICATE:** A certification by the surveyor and mapper who prepared the plat attesting to the accuracy of the survey and the legal description and that monumentation has been and shall be

established according to applicable law and regulations. The surveyor and mapper's name, mailing address, PSM Number, and telephone number must appear on the caption page. The standard certification should read,

*"This is to certify that the above plat is a true and correct representation of the lands surveyed, platted and described in the caption; that the survey was prepared under my direction and supervision; that this plat complies with all survey requirements of Florida Statutes Chapter 177, Part I, Platting; and that permanent reference monuments have been placed and permanent control points and lot corners shall be monumented in accordance with Chapter 177, Florida Statutes, Chapter 5J-17, F.A.C and Section 654.127, Ordinance Code of the City of Jacksonville, Florida."*

## **SIGNING AUTHORITY**

All legal documents and declarations (including the Adoption and Dedication, any Consent and Joinders, and any deeds or easements) must be signed by someone with the authority to legally bind the signing entity. If the owner is a natural person that person (or that person's attorney-in-fact if a duly executed Power of Attorney has been recorded in the Public Records) must sign the plat.

If the owning entity is a limited liability company, then the company's manager or authorized person, as reflected in the Florida Secretary of State's records, must execute the document. If there is no authorized person and the manager is itself a business entity, then likewise a person with signing authority for that entity must execute the plat on behalf of the managing entity on behalf of the company. For example:

Owner: ABC, LLC

By: XYZ, LLC as it's Manager

By: John Doe as Manager of XYZ, LLC

... and so on until a natural person is the ultimate signatory.

The notary acknowledgement would be by John Doe as manager of XYZ, LLC, as manager of ABC, LLC, on behalf of the company.

If the owning entity is a limited partnership or a general partnership, then the plat must be signed by the general partner, or the general partner's general partner, and so on until a natural person is the ultimate signatory.

If the owning entity is a corporation, then the plat must be signed by the president or a vice president of the corporation, as reflected in the Florida Secretary of State's records, unless a corporate resolution authorizing another person to sign the document on behalf of the corporation is provided.

## **LAYOUT, NOTES AND SYMBOLOGY**

1. **PLAT SIZE:** 18"x26" with 3-inch margins.
2. **VICINITY MAP:** A vicinity map must be provided on the first or second page of the plat.
3. **KEY MAP:** Plats with multiple lot sheets shall have a key map. When more than one sheet must be used to accurately portray the lands subdivided, an index or key map must be included and each sheet must show the particular number of that sheet and the total number of sheets included, as well as clearly labeled match lines to show where other sheets match or adjoin.
4. **GENERAL NOTES AND LEGENDS:** Notes and legends can either appear on one sheet of a multiple sheet plat, or on every sheet. If they appear on one sheet, then that sheet must be referenced on all other map sheets, underneath the page numbering.

Legends: All symbols and abbreviations shall be shown in a legend.

Notes:

- a. All plats shall include the following as the first note in the notes section: "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."
  - b. Give basis of bearings with referenced line shown on the plat with the bearing value stated.
  - c. Give basis of coordinates including the National Geodetic Survey Control Station.
  - d. All platted utility easements notes shall include, "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 private utility. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety Code as adopted by the Florida Public Service Commission."
  - e. The following note regarding flood zone information must be included: "This plat is not a source of Federal Emergency Management Agency (FEMA) information. Inquiries relating to FEMA information, Flood Insurance Rate Maps (FIRM), or other floodplain management documents should be made to the City of Jacksonville's Development Services Division." When any portion of the platted land is within a Special Flood Hazard Area (SFHA) at the time of recording, the note shall also include, "Note: At the time of recordation of this plat, all or portions of the platted lands herein were in a Special Flood Hazard Area (SFHA)."
  - f. Additional HOA related notes
  - g. A general note for unobstructed easements dedicated to the City shall include one of the following, "The easements shown hereon and designated as unobstructed easements shall remain totally unobstructed by any permanent improvements which may impede the use of said easement by the City of Jacksonville. The construction of driveways and the installation of fences, hedges and landscaping is permissible but SUBJECT TO REMOVAL by the City at the expense of each lot owner" or "The easements shown hereon and designated as unobstructed/access easements, shall remain totally unobstructed by any improvements that may impede the use and access of said easement by the City of Jacksonville."
  - h. Encumbrances notes.
  - i. Any notes required by Code, PUD, etc. (e.g., Airport requirements).
  - j. If any "Open Space" or "Active Recreation" required to serve any lots on the plat is provided in a previously recorded plat, a reference to the provision of "Open Space" or "Active Recreation" and the book and page of the referenced plat shall be included.
5. **NORTH ARROW:** A prominent north arrow must be on all Map Sheets.
  6. **SCALE:** A scale must be both stated and graphically illustrated on all map sheets. Plats may be drawn at scales of 1 inch = 10 feet, 20 feet, 30 feet, 40 feet, 50 feet and 60 feet. Any other scale must have prior approval by the Chief, Topographical-Survey Branch.
  7. **PLAT BOOK & PAGE:** A Plat book and Page box shall be on every page in the upper right corner.
  8. **SHEET NUMBERS:** The sheet number and number of sheets shall be on every page in the upper right corner, underneath the Book & Page Box.

9. COJ REFERENCE NUMBERS: All applicable City of Jacksonville reference numbers including the PUD number and City Development Number for the Civil Plan and Plat must appear on lower right corner of all pages, outside of sheet boundary.

## GENERAL SURVEY

### 1. LINES AND CURVES:

**LINES:** Sufficient angles, bearings, or azimuth to show direction of all lines shall be shown, and all bearings, angles, or azimuth shall be shown to the nearest second of arc. The centerlines of all streets shall be shown as follows: Noncurved lines; distances together with either angles, bearings, or azimuths. Curved lines; arc distances, central angles, and radii, together with chord and chord bearing or azimuths. Curvilinear lot lines shall show the radii, arc distances, and central angles. Radial lines will be so designated. Direction of non-radial lines shall be indicated.

**LINE AND CURVE TABLES:** When it is not possible to show line or curve data information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies. Tabular form shall be used only for curve data, lot area and jurisdictional lines.

### 2. PERMANENT REFERENCE MONUMENTS:

**P.R.M.'s:** 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. 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. 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. If "P.R.M." is unnumbered this should be stated on the plat. Permanent reference monuments shall be set before the recording of the plat. (Ch 177, F.S.)

**P.C.P.'s:** 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.C.P.s must be set prior to the expiration of the bond or other surety. If the professional surveyor and mapper or legal entity of record is no longer in practice or is not available due to relocation, or when the contractual relationship between the subdivider and professional surveyor and mapper or legal entity has been terminated, the subdivider shall contract with a professional surveyor and mapper or legal entity in good standing to place the "P.C.P.s" within the time allotted. (Ch 177, F.S.)

If the plat is to be recorded before the final lift of asphalt is applied and P.C.P.s are not set, reference to P.C.P.s, along with P.R.M.s and Lot corners, shall be noted within the surveyor's certificate on the face of the plat, as follows:

*"... and further certifies that Permanent Reference Monuments have been monumented, and the Permanent Control Points and the Lot corners shall be monumented/placed in accordance with Ch. 177, Florida Statutes, Rule 5J-17, Florida Administrative Code, and Sec. 654.109, Jacksonville Ordinance Code."*

3. **BOUNDARY LINES:** When there is an irregular boundary on any portion of the boundary survey, show witness line with appropriate monumentation listing complete and suitable tie-in to real boundary data.
4. **THE EXACT LAYOUT:** Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street, easement, and all other areas shown on the plat, including: street, alley, lot and rights-of-way lines; street bearings and widths (including widths along the lines of obliquely intersecting street); angles of streets shall not be less than 60 degrees; lengths of arcs, radii and points of curvature or chord lengths and bearings; points of tangency or non-tangency intersects; easements owned by or rights-of-way provided for public utilities; the exact names, location and width along the property lines of existing or recorded streets intersecting or paralleling the boundaries of the tract; 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; when lots and streets are extended beyond match lines, all bearings and distances shall be shown on both sheets; All interior excepted parcels as described in the description of the lands being subdivided shall be clearly indicated and labeled “Not a part of this plat.”; Partial lot and/or street data shown on only one sheet will not be acceptable; lot, block, street, and all other dimensions except to irregular boundaries, shall be shown to a minimum of hundredths of feet. All measurements shall refer to horizontal plane and in accordance with the definition of the U.S. Survey foot or meter adopted by the National Institute of Standards and Technology. All measurements shall use the  $39.37 \div 12 = 3.2808333333$  equation for conversion from a U.S. foot to meters. Distances are to be accurate to hundredths of a foot and angles to the nearest ten seconds except where this is not feasible due to topographical boundaries.

5. **REPLAT:** If the subdivision platted is a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made. A replat shall be stated as a subtitle under the name of the plat on each sheet included. The subtitle must state the name of the subdivision being replatted and the appropriate recording reference.
6. **STREET LOCATIONS AND WIDTHS:** The location, width, and names of all streets, waterways, or other rights-of-way shall be shown, as applicable. Street widths will be shown in at least 2 places along the street route. The full right-of-way width of the street will be stated. If right-of-way varies it shall so be stated. All streets must be labeled public or private as applicable.
7. **STREET NAMING:** Street name plan must be approved by the Addressing Section of the Development Services Division during the civil plans review. All streets shall be labeled either public or private as stated in the adoption and dedication.
8. **SECTIONS:** Location of the subdivision with respect to section lines or a tie to a point of record if section lines are not readily available. All section lines and quarter section lines occurring within the subdivision shall be indicated by lines drawn upon the map or plat, with appropriate words and figures.
9. **CONTIGUOUS PROPERTIES:** All contiguous properties shall be identified by subdivision title, plat book, and page, or, if unplatted, land shall be so designated. When referencing recorded subdivision plats of adjoining platted land, the adjacent portions may be shown in outline form.
10. **LOTS & BLOCKS:** Lots and Blocks are to be numbered in accordance with F.S.177.091(18). All lots shall be numbered (not lettered) either by progressive numbers or, if in blocks, progressively numbered in each block, and the blocks progressively numbered or lettered, except that blocks in numbered phases bearing the same name may be numbered consecutively throughout the several phases. In the case of townhomes, blocks may be assigned letters, and individual lots should be assigned progressive numbers.
11. **EASEMENTS:** Location and width of proposed easements and existing easements identified in the title opinion or property information report required by F.S.177.041(2) must be shown on the plat or referred to in the notes or legend, and their intended use shall be clearly stated. 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.
12. **OPEN SPACE, CONSERVATION & ACTIVE RECREATION:** The required minimum open space or conservation area, and any required active recreation space, shall be platted as a separate tract and designated as "open space," "buffer," or "active recreation" on the plat. See Section 656.305(A)(II)(h), Jacksonville Ordinance Code for open space requirements for single family developments. See Section 656.1222 of the Code for buffer requirements for all residential subdivisions. Ponds are not considered open space and shall be depicted as a separate tract or parcel. For purposes of Active Recreation, townhome developments where each townhome is a separately platted lot, are considered “multi-family.” Open space, buffers and active recreation areas must be depicted on the plat graphically, labeled “Open Space,” “Buffer,” or “Active Recreation” as appropriate, and a tabular calculation must be included showing the total required space based on the “Open Space Acknowledgement” option (a)

of Document LDPM-ARO. Sufficient “Open Space” and/or “Active Recreation” for all lots shown on the plat must be depicted on the plat or previously recorded plats. If any “Open Space” or “Active Recreation” required to serve any lots on the plat is provided in a previously recorded plat, a reference to the provision of “Open Space” or “Active Recreation” and the book and page of the referenced plat shall be included in the Notes.

## **STORMWATER MANAGEMENT**

All stormwater management facility area locations must be shown on the plat as follows:

1. **TIE DOWN & LABELING:** The approximate design high water elevation plus one vertical foot of all Stormwater Management Facilities areas will be tied down by approximate (+/-) distance measured along appropriate lot lines and labeled as Top to Bank (TOB) to Top to Bank (TOB), or Approximate TOB to Approximate TOB on map sheets. The approximate design high water elevation plus one vertical foot that are not coincident with a lot line can be tied down by alternate methods to sufficiently locate the Stormwater Management Facility, and labeled as TOB to TOB, or Approximate TOB to Approximate TOB on map sheets.

The area depicted as the Stormwater Management Facility will also be labeled as “Unobstructed Drainage Easement”.

2. **DEDICATED DRAINAGE EASEMENTS:** All drainage easements dedicated to the City will be labeled as unobstructed drainage easements and referred to as such in the Adoption and Dedication and on the plat sheets.
3. **FLOODPLAIN COMPENSATION PONDS:** Floodplain compensation ponds must be clearly identified on the map sheets and addressed in the Adoption and Dedication language.
4. **PHASED STORMWATER SYSTEMS:** When platting a development in phases all drainage requirements supporting the current phase must be a part of the current plat submittal, and in place prior to acceptance. The required drainage may be shown on the plat or provided in an Off-Site Easement.

### **3.1.2 PRELIMINARY PLAT PACKAGE REQUIREMENTS**

In addition to the plat itself, the following documents must be submitted for review as applicable through the electronic plat review system. A Preliminary Plat Package Checklist is provided in [Form DSD-PPC](#) and should accompany the submitted information in the electronic plat review system.

## **BOUNDARY SURVEY**

A boundary survey prepared by a Florida licensed professional surveyor and mapper shall be submitted with the initial plat.

## **UPDATED PROPERTY INFORMATION REPORT**

The title information required in Ordinance Code s. 654.110, and in s. 177.041(2), Florida Statutes, shall be submitted with the initial plat. The Property Information Report must be current within 30 days. The report must show all mortgages, liens or other encumbrances of record affecting the lands, and a statement that all taxes due and payable have been paid. Taxes are due by the first day of November of each year and the City shall not approve any plat unless all taxes have been paid. The Property Information Report shall be addressed to the “City of Jacksonville, Florida, Development Services Division” and issued by an attorney-at-law licensed in Florida or an abstractor or title company. It shall show apparent record title in the land described and shown on the plat in the name of the person, persons, or entity executing the dedication on the plat. The City in its sole discretion may require the owner, at its sole expense, to cure any title defects or satisfy or release any encumbrances that are averse to the use of the lands to be platted or the use of any lands to be dedicated to the City. All documents listed on the Property Information Report must be included with the submission. If all required documents are not provided, the submission will be returned for correction. The City will not research the Public Records to locate the listed documents.

## **OPEN SPACE & ACTIVE RECREATION DEDICATION/FEE**

Pursuant to Ordinance Code s.656.420, the developer must acknowledge the requirement to pay recreation fees or dedicate as common area for the use and benefit of the lot owners the active recreation land identified on the approved civil engineering plans. A copy of the signed and notarized [Form LDPM-ARO](#) should be submitted electronically with the preliminary plat package for review. Any required payment and the original signed copy of the acknowledgement must be received prior to plat recording.

## **CONSTRUCTION INSPECTION ELECTION LETTER**

Pursuant to Ordinance Code s.654.126(b), the developer may elect to use the City inspectors to perform required inspection of construction. By doing so, it is understood and agreed that an inspection fee based on the current fee schedule for this service will be calculated during the preliminary plat review and payment is required before the final plat package will be approved for recording. If the developer elects to use the City inspectors, the election shall constitute a release and indemnification of the City by the developer from all liability of any kind arising from any act or omission of the City's inspectors. If the developer elects to use a private inspection company, upon completion of construction the private inspection company shall provide a final inspection report. The developer must submit a letter confirming whether the construction will be inspected by City inspectors or a private company. See [Form LDPM-CIL](#) for sample construction inspection election letters.

## **OFF-SITE EASEMENTS**

When an off-site easement must be created to benefit the subdivided property, a copy of a draft Grant of Off-Site Easement in a form acceptable to the Office of General Counsel shall be submitted electronically under a separate CDN at the same time as the initial plat. The legal description for the easement shall include a sketch of the description. A Property Information Report for the lands within the easement area shall also be submitted. If applicable, a Consent and Joinder by all mortgagees and lienholders with an interest in the easement area shall be included in substantially the form prescribed below. The Consent and Joinder must include signature blocks for all lienholders to execute the Consent and Joinder as set out in [Signing Authority](#) above before two witnesses and acknowledged before a notary.

If an off-site easement benefiting the subdivided lands is already in existence, the applicant shall submit a copy of the recorded easement, a sketch of the legal description if one is not included with the recorded easement, and a Property Information Report. If applicable, a Consent and Joinder by all mortgagees and lienholders with an interest in the easement area shall be included in substantially the form prescribed below. The Consent and Joinder must include signature blocks for all lienholders to execute the Consent and Joinder as set out in [Signing Authority](#) above before two witnesses and acknowledged before a notary.

### CONSENT AND JOINDER TO PLAT DEDICATION

The undersigned hereby certifies that it is the holder of the mortgage, lien or other encumbrance imposed by [ Type of Encumbrance ] by the [ Mortgagee/Lienholder ] and evidenced by that certain [ Title of Instrument ] recorded in Official Records Book \_\_\_\_\_, Page \_\_\_\_\_, of the Public Records of Duval County, Florida ("Mortgage/Lien/Encumbrance"), encumbering the lands described in the easement to which this Consent and Joinder is attached ("Easement") and hereby joins and consents to the Easement and subordinates all real and personal property encumbering the Easement to the City of Jacksonville or JEA.

Signing Entity: \_\_\_\_\_

Signed in the presence of:

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

### RIGHTS OF WAY

Any existing City right of way, opened or unopened, shown on a recorded plat in the Public Records of Duval County, Florida that is shown on the submitted plat and is not intended to remain as right of way, must be properly vacated or abandoned pursuant to F.S. 177 or 336, as applicable, before the final plat package will be approved for recording. Before the preliminary plat package is approved, documentation showing that the closure process has been initiated must be submitted.

### SATISFACTIONS AND RELEASE OF ENCUMBRANCES

If any approved satisfaction or release forms are recorded by the developer at any time during the review process and prior to the recording of the final plat, the developer shall provide the City with a copy of the recorded document for review.

### RECORDING OF PREREQUISITE PHASES

If any portion of the plat is dependent on the development of lands not depicted on the plat, that land must be depicted on a recorded plat before the plat in review will be approved. Once any prerequisite plats are recorded, documentation of the CDN or book and page of the recorded plats will be sufficient for approval.

### DOCUMENTATION OF SIGNING AUTHORITY

If the signatory is relying on a Power of Attorney, a copy of the recorded Power of Attorney must be submitted. If the owner/mortgagee/lienholder is not a natural person, documentation must be provided demonstrating evidence of good standing of the entity's existence. The City will rely on the Florida Secretary of State's records to verify signing authority as outlined above in [Signing Authority](#). If the entity is not a natural person and is not registered with the Florida Secretary of State, it is recommended that the entity register as a Foreign Entity and list its authorized signatories with the Florida Secretary of State. The entity must otherwise provide an incumbency certificate, corporate resolution, or operating agreement that identifies the appropriate signatory.

## 3.2 Construction & Warranty Requirements

Before a plat is approved for final recording, all of the required improvements as depicted on the proposed plat and related approved engineering plans (except for the final asphalt lift on local roads) must either be completed or guaranteed as described below.

### 3.2.1 GUARANTEE AMOUNT

The amount of the guarantee required to plat before construction is complete shall equal one hundred percent (100 percent) of the total balance to complete the construction of the required improvements (including off-site and in COJ ROW), plus the costs to be secured by the Post-Construction Warranty. The Post-Construction Warranty shall equal fifteen percent (15 percent) of the total cost of the required improvements that the City will accept or approve, plus one hundred percent (100 percent) of the cost of the final asphalt lift for local roads.

Cost estimates for the required improvements shall be submitted to ReviewGrp@coj.net or other Development Services contact in a letter signed and sealed by a licensed Florida engineer that also includes an estimate of the time required to complete the improvements (see [Form LDPM-GAP](#) for a template letter). The letter should be submitted with copies of contracts and payments for the construction of the improvements, as well as a cost breakdown demonstrating which contract amounts are for the required improvements. The cost estimate must be approved by Development Services before the guarantee can be submitted as part of the final plat package.

Once the guarantee is submitted, it will be held until the final asphalt lift is approved (for private roads) or 12 months after the final asphalt lift is approved (for public roads). The final asphalt lift may be applied 24 months after the improvements are accepted/approved or 80 percent of the units in the subdivision have received Certificates of Occupancy. Reductions in the guarantee after further improvements have been constructed may be requested by submitting a new cost estimate letter signed and sealed by a licensed Florida engineer along with updated contracts. A reduction may be requested no more frequently than monthly.

The City is entitled to rely on the developer's engineer's representations as to work completed and costs incurred in releasing draws, and the developer holds the City harmless from any liability arising from said reliance, including but not limited to a shortfall in the account requiring an additional deposit. The Director shall have the right to deny a requested draw if the developer is not in compliance with any of the terms and conditions of the final plat or engineering plans and specifications for the improvements. During construction, the City shall have the right to enter upon the property to be platted for purposes of inspecting the construction of improvements.

If the developer defaults or fails to complete the improvements within the approved timeline, then after 60 days' written notice to the developer, the City shall have the right to use/enforce the guarantee for the completion of the improvements. The developer shall remain responsible for all construction completion costs not covered by the guarantee.

### 3.2.2 FORMS OF GUARANTEE

In order to have a plat approved prior to the required improvements being satisfactorily constructed, the developer shall assure that the required improvements will be completed by providing a guarantee to the City in the amount approved by Development Services in one of the preferred forms outlined below.

#### LETTER OF CREDIT

The developer may furnish to the City an unconditional and irrevocable letter of credit issued by a state or national banking institution and in a form acceptable to the office of general counsel. The original hard copy of the letter of credit must be submitted as a part of the final plat package.

## **SURETY BOND**

The developer may furnish to the City a surety bond guaranteeing that the required work will be completed in full in accordance with the final plat and engineering drawings and all conditions attached thereto. The bond shall be from a surety authorized to do business in Florida in a form acceptable to the Office of General Counsel (see [Form OGC-PSB](#) for a bond template). The original signed and sealed hard copy of the bond must be submitted as a part of the final plat package.

## **3.3 Plat Recording Procedures & Requirements**

### **3.3.1 FINAL APPROVAL**

Once the preliminary plat has been approved, the applicant will be notified by email that the final payment is due. The applicant will also be emailed a plat approval letter outlining the documents required as a part of the final plat package for approval. Approval of the final plat package may be requested once the preliminary plat is approved, any required off-site easements have been recorded, and the final site engineering plans are final approved. The plat will not be approved for recording until all required improvements (except for the final asphalt lift) are either fully completed or warrantied as described above in [Section 3.2](#).

### **3.3.2 FINAL PLATTING PACKAGE REQUIREMENTS**

The final plat package must be reviewed and approved by the Office of General Council and the Department of Public Works. Below are the documents required as applicable to record the plat. A Final Plat Package Checklist is provided in [Form DSD-FPC](#) and should accompany the submitted information.

#### **MYLAR**

The original fully executed plat mylar and two paper prints of the Final Plat exactly as approved with the preliminary plat package shall be physically brought to Development Services.

#### **UPDATED PROPERTY INFORMATION REPORT**

An updated Property Information Report, not greater than 30 days old at the date that the plat is to be recorded may be submitted by hard copy or digital file. The state of the title of the lands to be platted as shown on the updated Property Information Report shall conform to requirements by the City in the Preliminary Plat Review, including but not limited to, the satisfaction or release of any encumbrances of record (e.g., liens, easements, and restrictions, etc.), and reflect no new encumbrances. The developer shall provide the City with copies of the recorded satisfactions or releases required to be obtained by the developer. If the updated property information report includes any new encumbrance, the preliminary plat package will need to be resubmitted to reflect the new encumbrance.

#### **OFF-SITE EASEMENTS**

If any off-site easements are required, documentation that they have been recorded may be submitted by hard copy or digital file.

#### **RIGHTS OF WAY**

Any existing City right of way, opened or unopened, shown on a recorded plat in the Public Records of Duval County, Florida that is shown on the submitted plat and is not intended to remain as right of way, must be properly vacated or abandoned pursuant to F.S.177 or 336, as applicable, and documentation of the closure must be submitted. Closure documentation may be submitted by hard copy or digital file.

#### **PLAT GUARANTEE OR VERIFICATION OF COMPLETION**

If not all of the required improvements have been completed, a guarantee for the remaining improvements must be submitted as outlined above in [Section 3.2](#). Original hard copies of the guaranteed document must be submitted.

## FINAL PLAT PACKAGE SUBMITTAL

If construction of all required improvements has been completed except for the final asphalt lift, the following documents must be submitted with the final plat package.

### 1. CERTIFICATION OF COMPLETION

A letter from the registered professional must be submitted certifying that the required improvements have been entirely completed, and that the work conforms in all respects to the final plat and engineering plans for the paving, curb and gutter, drainage, water lines and sewer lines, where applicable; and to all specifications required by the laws and regulations of the City of Jacksonville. See [Form LDPM-ECC-A](#) and [Form LDPM-ECC-B](#) for sample certificate of completion letters. If the letter is signed and sealed electronically, then it must be submitted electronically. If the letter is wet signed, then the original hard copy must be submitted.

### 2. FINAL INSPECTION REPORT

If the project was privately inspected, a final inspection report from the private inspection company must be provided showing that all punch list items have been completed. Privately inspected projects must also complete a final walk through with a City inspector and provide the City inspector's report. If construction inspection was completed by the City, a final inspection report from the City inspector showing that all punch list items have been completed must be provided. A copy of the report may be submitted by hard copy or digital file.

### 3. TRAFFIC SIGN PAYMENT

The developer shall provide the written notification from the City received during the preliminary plat review process either specifying the cost to purchase and install the required traffic signs or stating that no traffic signs will be required. If applicable, proof of traffic sign payment must be submitted either by hard copy or digital file.

### 4. CONCURRENCY AND MOBILITY MANAGEMENT APPROVAL

Documentation of vesting this project with a VPAC or CRC Number which is no more than 30 calendar days old. See [Section 2.3](#) for more information about Concurrency review and approval.

### 5. CONCURRENCY RESERVATION CERTIFICATE (CRC)

An updated CRC can be obtained by sending a request to the Concurrency and Mobility Management System Office (CMMSO) at [CMMSO@coj.net](mailto:CMMSO@coj.net) that specifies the number of lots/units and the project/phase total acreage, along with a copy of the plat. The CMMSO will send the developer a copy of the updated document and add the original to the physical file for the final plat package. The number of units shown on the plat must match the civil plans and the CRC. When the project is being developed in phases, the updated CRC must reflect the units allowed to be developed in the phase currently being platted.

### 6. JEA APPROVALS

A copy of the plat with each sheet stamped and signed (approved) by JEA, and a copy of JEA's Inter-Office Correspondence and/or a copy of the receipt from JEA as evidence of payment for underground electrical distribution and street light standards may be submitted by hard copy or digital file.

### 7. FEE PAYMENT

Receipts from the Tax Collector showing that all required fees, including the preliminary plat review fee, the final plat review fee, the recreation fee (if applicable), and the construction inspection fee (if applicable) have been paid may be submitted by hard copy or digital file.

### 8. CAD FILE

A CAD file matching the approved drawing of the plat shall be sent to [PlatCAD@coj.net](mailto:PlatCAD@coj.net). Submitted files must adhere to the following criteria:

- a. The record plat base drawing should be a DXF file (standard digital exchange format).
- b. Plats must be in State Plane Florida East Coordinate system using the NAD 83 Datum at a 1:1 drawing scale in US survey feet in accordance with the following data:



- Projected Coordinate System: NAD\_1983\_StatePlane\_Florida\_East\_FIPS\_0901\_Feet
  - Projection: Transverse\_Mercator
  - False\_Easting: 656166.66666667
  - False\_Northing: 0.00000000
  - Central\_Meridian: -81.00000000
  - Scale\_Factor: 0.99994118
  - Latitude\_Of\_Origin: 24.33333333 Linear Unit: Foot\_US (0.304801)
  - Geographic Coordinate System: GCS\_North\_American\_1983 Datum:  
D\_North\_American\_1983
  - Prime Meridian: 0
- c. All polygons must close.
- d. The following matrix indicates the layers required for digital plat submission. The naming convention, color and line style must be adhered to in accordance with the following standards.

Layer Description	Layer Name	Color	Line/Font Style
Street Centerline	Street1	Dark Blue	Continuous
Street Right-of-way	Street2	Black	Continuous
Lot & Deed Parcel Boundaries	Prop1	Red	Continuous
Conservation Areas	Conserv1	Green	Continuous
Plat or Subdivision Boundaries	Bndy1	Yellow	Continuous
Water's Edge/ Waterway Centerline	Hydro1	Light Blue	Continuous
Street Names*	Streetanno1	White	Standard (txt.shx)
Lot, Block, & Parcel Numbers**	Propanno1	Magenta	Standard (txt.shx)
Subdivision Name	Propanno2	Green	Italics (txt.shx) Obliquing Angle: 30
Building Numbers	Propanno3	Black	Standard (txt.shx)

### 3.3.3 FINAL APPROVAL & SIGNATURES

The final plat and any supplemental material shall be held in escrow by the Department until the developer has fulfilled all requirements of Chapter 645 of Jacksonville Ordinance Code and the Land Development Procedures Manual. Upon completion of all requirements to the satisfaction of the Director and the posting of required security, the final plat package will be reviewed by the Office of General Counsel, City Surveyor and Mapper and City Engineer. Upon those approvals, the Director of Public Works will sign the plat mylar.

### 3.3.4 RECORDING

Once the final plat package is approved and the mylar has been signed by the Director of Public Works, the developer will be notified to pick up the mylar and have it recorded at the Clerk of the Circuit Court into the Official Public Records of Duval County, Florida. If the recording package includes supplemental documents such as easements or joinders, the order of recording shall be as recommended by the Office of General Counsel. Generally, any easements should be recorded before the plat and any free-standing joinders should be recorded after the plat. Order of recording can adversely affect the property rights intended to be granted or retained so requires due consideration.

## 3.4 Procedures for ROW Dedication and Easement Conveyance Without Platting

### 3.4.1 REVIEW PROCESS

In order to dedicate right of way (ROW) or convey an easement to the City, the proposed Deed or Grant of Easement must be submitted for review. The applicant must obtain a City Development Number (CDN) for the document by contacting the Concurrency and Mobility Management System Office at [CMMSO@coj.net](mailto:CMMSO@coj.net). The applicant should upload all relevant documents listed below in [Section 3.4.2](#) to the City's online civil review system under the CDN. Once all documents are uploaded, the applicant should submit the complete package for review by clicking the submit button. Below are the documents required as applicable to submittal package. A Dedication Without Platting Checklist is provided in [Form DSD-NPC](#) and should accompany the submitted information. All review comments and correspondence shall be sent and received through the City's online civil review system. Once a review is complete, the main contact in the online civil review system will be notified by email. If the submittal is not approved, the applicant shall address all comments provided and upload any revised documents. Once all revised documents are uploaded, the applicant should submit the updated package for review by clicking the submit button. This process will continue until all required reviewers of the package approve of the submittal. Once the package is approved, an approval letter will be emailed to the applicant. Once the approval letter is received, the applicant shall have the Deed or Grant of Easement recorded as set out in [Section 3.4.3](#).

### 3.4.2 REQUIRED DOCUMENTATION

#### DEED/EASEMENT LANGUAGE

A draft of the Deed or Grant of Easement in a form acceptable to the Office of General Counsel shall be submitted. The Deed or Grant of Easement must include a signature block for the owner to execute the document as set out in [Signing Authority](#) above before two witnesses and acknowledged before a notary. See Document LDPM-GSE for example sidewalk easement language.

#### CONSENT AND JOINDER

If applicable, a Consent and Joinder by all mortgagees and lienholders with an interest in the lands shall be included in the Deed or Grant of Easement in substantially the form shown in [Off-Site Easements](#). The Consent and Joinder must include signature blocks for all lienholders to execute the Consent and Joinder as set out in [Signing Authority](#) above before two witnesses and acknowledged before a notary.

#### LEGAL DESCRIPTION & SKETCH

A legal description of the lands to be dedicated/conveyed and a sketch of the description created by a professional surveyor and mapper shall be submitted for review.

#### PROPERTY INFORMATION REPORT

A Property Information Report current within 30 days for the lands to dedicated/conveyed shall be submitted. The report must show all mortgages, liens or other encumbrances of record affecting the lands, and a statement that all taxes due and payable have been paid. The Property Information Report shall be addressed to the "City of Jacksonville, Development Services Division" and issued by an attorney-at-law licensed in Florida or an abstractor or title company. It shall show apparent record title in the land described in the name of the person, persons, or entity executing the Deed or Grant of Easement. The City in its sole discretion may require the owner, at its sole expense, to cure any title defects or satisfy or release any encumbrances that are averse to the use of the lands. All documents listed on the Property Information Report must be included in the submission. If all required documents are not provided, the submission will be returned for correction. The City will not research the Public Records to locate the listed documents.

### 3.4.3 RECORDING

Once approved through the electronic review system, the applicant shall submit the original executed documents for OGC form approval. Once the document is form approved, the applicant shall have it recorded at the Clerk of the Circuit Court into the Official Public Records of Duval County, Florida. The Recording Clerk in the Clerk of Courts office will determine the recording fees, payment for which rests with the developer. Once the document is recorded, all streets, alleys, easements, rights-of-way, and public areas described in the dedication, unless otherwise stated, shall be deemed to have been dedicated to the public for the uses and purposes thereon stated. However, nothing herein shall be construed as creating an obligation upon any governing body to perform any act of construction or maintenance within such dedicated areas except when the obligation is voluntarily assumed by the governing body.

## 3.5 Procedures for Plat Vacation (Not a Replat)

### 3.5.1 SUBMITTAL PROCEDURE

Pursuant to Florida Statute Section 177.101, subdivision plats may be vacated in whole or in part, returning the property covered by the plats, or portions thereof, to acreage. Before a plat or portion thereof may be vacated, a plat vacation package must be submitted electronically in the same manner as a standard plat as set out in [Section 3.1.2](#) using the electronic plat review system. The fact that the submittal is for a plat vacation should be noted in the comment section. Below are the documents required as applicable to the submittal package. A Plat Vacation Checklist is provided in [Form DSD-PVC](#) and should accompany the submitted information. Once the required documents as set out below in [Section 3.5.2](#) are uploaded and the package is submitted, an invoice will be generated. Once the fee is paid, the package will be routed to the Office of General Council, the Development Services Division, and the Public Works Department for review and approval.

### 3.5.2 SUBMITTAL REQUIREMENTS

Below are the documents required as applicable to vacate a plat.

#### PLAT MAP

A map drawn by a surveyor and mapper showing the lands to be vacated and referencing the existing plat by name and official record plat book and page.

#### PROPERTY INFORMATION REPORT

Anyone intending to vacate subdivided lands must provide evidence in form and substance acceptable to the Office of General Counsel that they own the fee simple title to the subdivided lands they intend to vacate. Proof of ownership of the lots being vacated shall be in the form of a title opinion or a property information report addressed to the city. The title opinion or property information report shall reflect all liens affecting the lands and the lienholders must join in the application to vacate the subdivided lands. The Title Opinion or Property Information Report shall state, if true, that all ad valorem taxes due and payable have been paid. The taxes must be current before the plat may be vacated.

#### LANDLOCKED PROVISION

It must also be shown that the vacation will not affect the ownership or right of convenient access of persons owning other parts of the subdivision not subject to the vacation. The applicant must provide signed and sealed documentation from a surveyor and mapper certifying to the City that vacation of the plat or portion thereof will not result in property losing legal access as defined in Section 656.407 of the Jacksonville Ordinance Code.

## **PUBLIC NOTICE PROVISION**

Notice of intent to vacate a plat must be publicized by publishing legal notice in a newspaper of general circulation, and documentation of the publication issued by the newspaper must be submitted.

### **3.5.3 LEGISLATION**

Once the vacation package is approved by the Office of General Council, the Development Services Division, and the Public Works Department, the Office of General Council will prepare the legislation to vacate the plat or portions thereof, and the Real Estate Division will take the matter to the Mayor's Budget Review Committee (MBRC) for permission to file the legislation. Alternatively, the applicant may have a Council Member sponsor the legislation, and OGC will work with the Council Member's aide to get the legislation filed. It may take around 6 weeks after legislation is filed for it go get adopted.

Every resolution by the City vacating a plat or a portion thereof shall have the effect of vacating all streets and alleys. After the resolution is adopted, the applicant will be responsible for recording it in the Public Records. The vacation does not take effect until the resolution is officially recorded.

# SECTION 4.0 Construction & Post-Construction Procedures for Roadway/Subdivision Projects

## 4.1 Acceptance/Approval Prerequisites during Construction

For roadway/subdivision projects, once all required improvements are constructed (except for the final asphalt lift as applicable), an applicant should begin the acceptance process (for streets to be dedicated to the City) or approval process (for private streets). Parcels along streets that are neither accepted nor approved by the City will not have access as required by Section 656.407 of the Jacksonville Ordinance Code.

In order to complete an acceptance/approval package, certain records must be kept during the construction of the required improvements. These requirements are outlined in the section below. Please reference [Section 1.0](#) for a depiction of the acceptance/approval process and links to applicable forms and checklists.

### 4.1.1 Inspections

All subdivisions, including private subdivisions with private inspections, will require a final walk through with a City inspector once all required improvements (except for the final asphalt lift) have been constructed prior to acceptance/approval.

### 4.1.2 Traffic Sign Installation Request

For any new roads that will be dedicated to the City or new private roads that intersect public roads, it shall be the responsibility of the developer to pay for and provide the Traffic Engineering Division proper documentation and information in a timely manner to have signs erected at the time of paving. The Developer shall provide written notification of the scheduled completion date for the road construction for a development at least 60 days prior to the estimated completion date. Notification including the following information should be sent to the Traffic Engineering Division at [TrafficEng@coj.net](mailto:TrafficEng@coj.net).

1. Receipts evidencing payment has been made for all street and stop signs. An invoice for signs to be installed by the City will be sent during the preliminary plat review process.
2. A copy of the entire subdivision master plan, which indicates the entire road network for the development.
3. A copy of the JEA underground electrical distribution plan showing the lot and block numbers, street names, and addresses for the development.
4. A copy of plans showing the location of sidewalks, paving, curbs and water and sewer lines (as-builts or partial as-builts, if available).
5. A memo stating the anticipated date pavement will be placed.
6. A return address, contact person and telephone number for the developer making the request.

Once paving is complete, a notice of completion should be sent to [TrafficEng@coj.net](mailto:TrafficEng@coj.net). Upon receipt of the notice of completion, the Traffic Engineering Division will install all signs that have been paid for to ready the development for final inspection. Final acceptance/approval will not take place until all required signs are installed. For roads that will be dedicated to the City, the developer shall be responsible for the repair, replacement or maintenance of any sign installed until the City has accepted the development for maintenance.

### 4.1.3 Soil and Pavement Testing

Soil and pavement testing requirements can be found in [LDPM Volume 4](#), Standard Specifications. Testing shall occur during construction, and the results must be submitted with the acceptance/approval package.

### 4.1.4 As-Builts

Before the final inspection, signed and sealed as-built drawings (printed or digital) for the paving and drainage shall be submitted to Development Services. Digital files can be sent to [ReviewGrp@coj.net](mailto:ReviewGrp@coj.net) or another Development Services contact. As-built requirements are listed below.

For streets that will be dedicated to the City, the as-builts will be reviewed and either approved or returned with required changes. If the as-builts are approved, the developer will receive a signed As-Built Approval Letter, which will be part of the final acceptance package as outlined in [Section 4.3.6](#).

### General As-Built Requirements

7. The as-builts shall consist of the construction drawings with the design information lined through and the surveyed as-built information placed adjacent to it. Submitted as-builts shall also include the location, elevation, and reference type of the benchmark. All as-builts shall be prominently stamped "as-built" and include the following certifications:
  - A certification signed by a registered surveyor and in substantially the same form provided in Form LDPM-ABS-B ([Form LDPM-ABS](#)).
  - A certification signed by a licensed contractor and in substantially the same form provided in Form LDPM-ABS-C ([Form LDPM-ABS](#)).
  - A certification signed by a licensed professional engineer in substantially the same form provided in Form LDPM-ABS-A ([Form LDPM-ABS](#)).
8. To minimize clutter and provide space for certification statements, the plans can be redrawn specifically for as-built information. If this is done, the as-built plans must include:
  - Project name as it appears on the plat.
  - City Development Number of the project
  - Lined-through design information for all as-built information provided.
  - Each sheet of the as-built plans must include a north arrow and scale.
  - Label all streets.
  - Show and label all survey lines used for locations.
9. As-builts for potable water mains, reclaimed water mains, sewage collection systems, force mains, and sewage lift stations, pressure test results for both water and sewer force shall be submitted to JEA in accordance with JEA standards.

### Paving As-Built Requirements

1. Stations, offsets, and elevations shall be shown every 300 feet at a minimum on the following:
  - Centerline or profile grade line.
  - Top of curb.
  - Gutter or edge of pavement (specify which).
  - Back of sidewalks.

2. Stations, offsets, and elevations shall also be shown at the following changes in vertical and horizontal alignment:
  - PVC and PVT.
  - Low and high points.
  - Curb returns.
  - Centerline intersections.
  - Begin and end valley gutter.
  - Begin and end superelevation transition.
  - Begin and end full superelevation.

### **Drainage As-Built Requirements**

As-builts containing stormwater infrastructure shall show all drainage easements, encroachments within the easements, and any encroachments of drainage outside of easements. The following information shall also be included as applicable:

1. Drainage pipe and structures
  - Location of all drainage structures. Location should be by station and offset whenever possible. Where location is not by station and offset, structures must be tied down from at least two directions.
  - Sizes, lengths, and types of drainage pipes, including underdrain.
  - All invert elevations at each structure, including underdrain.
  - Top or grate elevations (specify which) for all structures.
  - All weir or slot elevations and sizes.
2. Swales and ditches
  - Elevations and location of centerline or toe of slope (specify which) every 100 feet at a minimum.
  - Elevations and location of top of bank every 100 feet at a minimum.
3. Retention/Detention basins
  - Elevations and locations along the top of bank every 100 feet at a minimum.
  - Dated elevation of the water stage at the time of as-built.
  - Ties from the top of bank to the water's edge every 100 feet at a minimum.
  - Elevations along the bottom of basin every 100 feet at a minimum.
4. Control structures
  - Location.
  - Top elevation.
  - Weir or slot elevation and size.
  - Elevation and size of drawdown orifice.
  - Length, size, and inverts (at high and low points) of underdrain.
  - Invert of outfall pipe.



## 4.2 Warranty Requirements

Once all required improvements are constructed (except for the final asphalt lift as applicable), a secured *post-construction warranty period* and a *post-construction warranty* are required, whether the improvements were constructed prior to platting or secured by the guarantee pursuant to [Section 3.2](#) of this manual. The post-construction warranty shall secure repair of the required improvements required due to faulty workmanship, construction and materials; damage done by agents of the developer to curb and gutter, asphalt pavement, drainage piping, structures or sidewalks; the application of the final wearing surface of the roads; and other required improvements as shown on the approved engineering plans.

The City will provide the developer with written notice if any deficiencies secured by the warranty are found. If the developer takes no action to address the deficiencies within 60 days after notice, the City may elect to correct the deficiencies by drawing the cost from the security. The developer shall remain responsible for all costs of curing the deficiencies, including any shortfall in the security.

### 4.2.1 Post-Construction Warranty Amount

The Post-Construction Warranty amount shall be equal to 15 percent of the total cost of all construction contracts for the improvements to be accepted or approved by the City (including off-site and in COJ ROW), plus 100 percent of the cost to secure the application of the final wearing surface (final asphalt lift) for all applicable roads in the development. This security may be either an amendment to the original guarantee posted at time of platting pursuant to [Section 3.2](#) of this manual, or a new security in one of the forms set out in [Section 3.2.2](#). If a new security is posted, the security supporting the guarantee pursuant to sec. 654.110(d) (2-4), Jacksonville Ordinance Code, will be returned or released once the development is accepted or approved.

### 4.2.2 Post Construction Warranty Approval Letter

A letter signed and sealed by a licensed Florida engineer requesting approval of the post-construction warranty amount shall be submitted to [ReviewGrp@coj.net](mailto:ReviewGrp@coj.net) or other Development Services contact (see [Form LDPM-PCA](#) for a template letter). The letter should be submitted with copies of contracts and payments for the construction of the improvements, as well as a cost breakdown demonstrating which contract amounts are for the required improvements. The amount must be approved by Development Services before the security can be submitted as part of the acceptance/approval package.

### 4.2.3 Reduction and Release of Post Construction Warranty

Once the post-construction warranty is submitted, it will be held until the final asphalt lift is approved (for private roads) or 12 months after the final asphalt lift is approved (for public roads). The final asphalt lift may be applied 24 months after the improvements are accepted/approved or 80 percent of the units in the subdivision have received Certificates of Occupancy. Upon satisfactory application of the second lift, the security for the post construction warranty for public roads may be reduced to 15 percent of the actual cost of the final asphalt lift (wearing course). [Section 4.3](#) below outlines the process for final lift acceptance/approval.

## 4.3 Acceptance/Approval Package Requirements

For all projects requiring City acceptance or approval, the following documents should be sent as applicable to Development Services for City review. Electronic copies should be sent to [ReviewGrp@coj.net](mailto:ReviewGrp@coj.net) or another Development Services contact. Original copies of all notarized documents should be delivered to Development Services, Ed Ball Building 2<sup>nd</sup> Floor, 214 Hogan Street North, Jacksonville, FL 32202. A Post-Construction Acceptance/Approval Package Checklist is provided in [Form DSD-AAC](#) and should accompany the submitted information.

The package will initially be reviewed by Development Services, and if the package is found to be incomplete, the applicant will be notified of any deficiencies. If all of the required documents are found to be correctly filled out and included in the package, the package will be reviewed by other divisions within the City. If all information in the package is found to be satisfactory by all reviewers, the development will be officially accepted/approved by the Director of Public Works. A letter confirming the acceptance/approval will be signed by a City official and an electronic copy of the letter will be emailed to the applicant. The applicant may choose to pick up the original letter in person or have it sent by certified mail.

#### **4.3.1 Developer's Affidavit**

The developer must submit a completed and signed agreement as provided in [Form LDPM-DWI](#). If the development is accepted/approved, this document will be returned signed by the City Engineer.

#### **4.3.2 Engineer's Certificate of Compliance**

The Registered Professional shall certify in substantially the form provided in [Form LDPM-ECC-A](#) or [Form LDPM-ECC-B](#), that the work has been entirely completed and substantially conforms to the final plat and plans for the required improvements and to the specifications set out by Chapter 654 of the Jacksonville Ordinance Code.

#### **4.3.3 Surveyor Certificate**

The Registered Land Surveyor and Mapper shall submit a certificate in substantially the form provided in [Form LDPM-SCC](#) certifying that monuments have been placed in accordance with Ordinance Code 654.127 Subdivision Regulations.

#### **4.3.4 Owner's Affidavit**

The owner's certificate of construction completion shall be submitted by the owner in substantially the form provided in [Form LDPM-OCC](#).

#### **4.3.5 Final Inspection Documents**

A final walk through with a City inspector shall be conducted for all subdivisions, including those using private inspection. A record of the final inspection by the City inspector recording the final walk through, including punch list items and persons in attendance, shall be submitted for all subdivision projects. A document from a City inspector verifying that any final inspection punch list items have been satisfactorily addressed shall also be provided.

#### **4.3.6 As-Built Letter/Plans**

For public roads, an as-built approval letter signed by a City official must be submitted. For private roads, as-built plans certified by a licensed engineer must be submitted. As-built requirements are outlined in [Section 4.1.4](#) above.

#### **4.3.7 Traffic Sign Installation**

If signage is required as determined during the preliminary plat review, the developer shall provide written notification that all signs have been installed according to the approved plans. For public roads, this letter must come from a City traffic engineering technician. For private roads, this letter may be signed and sealed by a private licensed Professional Engineer. Traffic sign installation request procedures are outlined in [Section 4.1.2](#) above.

#### 4.3.8 JEA Acceptance Letter

The developer must submit a JEA acceptance letter. To request JEA acceptance, as-builts shall be submitted to JEA in accordance with JEA standards.

#### 4.3.9 St. Johns River Water Management District Permit

If the St. John's River Water Management District (SJRWMD) has jurisdiction over the project, the developer must submit a copy of either the written notification to SJRWMD that the project is complete and ready for inspection, or the "Statement of Compliance" submitted to the SJRWMD.

#### 4.3.10 Department of Environmental Protection Certification

If the Florida Department of Environmental Protection (FDEP) has jurisdiction over the project, the developer must submit the Certificate of Construction Completion approved by FDEP.

#### 4.3.11 Soil and Pavement Testing

The developer shall submit copies of soil and pavement testing performed during construction. These can be submitted in hardcopy or electronic format. Testing requirements are outlined in [LDPM Volume 2](#).

#### 4.3.12 Post-Construction Warranty

A post construction warranty in one of the forms set out in [Section 3.2.2](#) of this manual must be submitted or already held by the City (see [Form LDPM-PCB-A](#), [Form LDPM-PCB-B](#), and [Form LDPM-PCB-C](#) for a bond template). The warranty amount must match the amount approved in the Post-Construction Warranty Amount Approval Letter as set out in [Section 4.2.1](#) above.

#### 4.3.13 Deed of Dedication

When an unplatted ROW is to be accepted by the City, the developer must provide documentation demonstrating that the dedication of ROW has been recorded according to the procedures outlined in [Section 3.4](#) of this manual.

### 4.3 Final Lift Acceptance/Approval

Once the final asphalt lift is ready to be installed based on meeting the conditions outlined in [Section 4.2.3](#), the Developer should request a final lift inspection. A City inspector shall perform a final lift inspection prior to the final lift being applied and complete a final lift walk through following completion of installation.

#### 4.3.1 Final Lift Approval for Private Roads

Upon satisfactory installation of the final asphalt lift on private roads, the Developer may request release of the Post-Construction Surety by reaching out to [ReviewGrp@coj.net](mailto:ReviewGrp@coj.net) or other Development Services contact. Once this request has been received and successful completion of the final lift inspection and walk through has been confirmed, a letter releasing the Post-Construction Warranty will be sent electronically. The applicant may choose to pick up the original letter in person or have it sent by certified mail.

#### 4.3.2 Final Lift Acceptance for Public Roads

##### Final Lift Warranty

Upon satisfactory installation of the final asphalt lift on roads dedicated to the City, the warranty required shall be reduced to 15 percent of the actual cost of the final asphalt lift. This security may be either an amendment to the original guarantee posted at time of acceptance pursuant to [Section 4.2](#), or a new security in one of the forms set out in [Section 3.2.2](#). If a new security is posted, the security supporting the Post-Construction Warranty will be returned or released once the final asphalt lift is accepted.

A letter signed and sealed by a licensed Florida engineer requesting approval of the final lift warranty amount shall be submitted to [ReviewGrp@coj.net](mailto:ReviewGrp@coj.net) or other Development Services contact (see [Form LDPM-FLW](#) for a template letter). The letter should be submitted with copies of contracts and payments for the installation of the final asphalt lift. The amount must be approved by Development Services before the security can be submitted.

### **Final Lift Acceptance**

Upon satisfactory installation of the final asphalt lift, the Developer shall submit the Final Lift Warranty (see [Form LDPM-FLB](#)) to [ReviewGrp@coj.net](mailto:ReviewGrp@coj.net) or other Development Services contact. Once the successful completion of the final lift inspection and walk through has been confirmed, a letter confirming the final lift installation and releasing the Post-Construction Warranty will be sent electronically. The applicant may choose to pick up the original letter in person or have it sent by certified mail.

### **Release of Final Lift Warranty**

Twelve months after the final asphalt lift is accepted, the Developer may request the release of the final lift warranty by reaching out to [ReviewGrp@coj.net](mailto:ReviewGrp@coj.net) or other Development Services contact to schedule a final lift warranty inspection to confirm the satisfactory completion of the final asphalt lift warranty period. Once a City inspector verifies that all public infrastructure continues to meet City requirements, a letter confirming the completion of the final warranty period and releasing the Final Lift Warranty will be sent electronically. The applicant may choose to pick up the original letter in person or have it sent by certified mail.

## SECTION 5.0 Deviations from Standard Requirements

Throughout the design process, there may be requirements for which the design professional would like to seek a deviation due to unique conditions of the site. This Section provides the process to follow to request relief from the prescribed requirements in Volume 1 and Volume 2 of the LDPM.

### 5.1 Zoning Deviations

The Current Planning Division is responsible for the administration and professional support to the Jacksonville Ordinance Code: Chapter 656, Zoning Code. When there is a variance from the requirements of this Section or its subsections, permission must be obtained from the Planning Department through an Administrative Deviation.

The Zoning Administrator is authorized to grant administrative deviations to reduce minimum lot area and required yards (setbacks); minimum number of required off-street parking spaces; minimum landscaping requirements; maximum lot coverage; areas of situational compatibility buffer requirements, set forth in Section 656.399.19; required driveway/aisle widths; to increase the allowable maximum height of structures, including fences; and to increase the maximum number of off-street parking spaces.

Any Application for Administrative Deviation will be filed with the Planning and Development Department, located at the Zoning Counter on the 2nd floor of the Edward Ball Building, located at 214 North Hogan Street, Jacksonville, Florida 32202, (904) 255-8300. All applications must be complete when filed, including four completed applications if submitting paper applications, and all required attachments. Both a [paper application](#) and an [online application](#) for Administrative Deviations are available.

Upon filing an application for an Administrative Deviation, staff reports and recommendations are issued by the Current Planning Division pursuant to criteria in Section 656.109(h). Recommendations by staff are presented to the Zoning Administrator at regularly scheduled public hearing dates. After the hearing, the Zoning Administrator prepares a written order approving or denying the application for an administrative deviation. The written order shall be executed by the Zoning Administrator and the Director within 21 days of the hearing. The written order granting or denying the administrative deviation, executed by both the Zoning Administrator and the Director, shall be effective 15 days after its execution, unless appealed pursuant to the provisions of Section 656.109(j).

### 5.2 Building and Fire Code Variances

The Building Inspection Division (BID) and the Jacksonville Fire & Rescue Department (JFRD) are responsible for the administration and professional support to the Building Code (Jacksonville Ordinance Code Title VIII) and the Fire Prevention Code (Jacksonville Ordinance Code Title XII). When there is a variance from the requirements of these codes (e.g. fire access road width/length, distance to nearest fire hydrant, etc.), permission must be obtained from the Building Code Adjustment Board (BCAB) through a Variance.

BCAB variance applications are available [online](#) and may be submitted to [MCEB@coj.net](mailto:MCEB@coj.net) or other BID/JFRD contact. More information about the BCAB variance process can be found in the Jacksonville Municipal Code [Chapter 56](#).

### 5.3 Civil Design Deviations

The Public Works and Planning Departments are responsible for the administration and professional support to the Jacksonville Ordinance Code: Chapter 654, Code of Subdivision Regulations. When there is a deviation from the requirements of this Section or its subsections, plans will not be approved unless permission for the deviation is granted by the applicable Director or his or her designee.

To obtain a deviation from the requirements of Chapter 654 or LDPM Volume 2 Design Guidelines, the design professional shall submit [Form DSD-CDD](#) with supporting documentation to:

[ReviewGrp@coj.net](mailto:ReviewGrp@coj.net) (or other designated contact)

ATTN: Design Deviation Request

Upon submitting an application, the request will be routed to the appropriate Division for review and staff recommendation. Recommendations by staff will be presented to the Planning and/or Public Works Director or his or her designee for a final decision. After a decision has been rendered, written documentation granting or denying the deviation will be provided. This documentation must be provided as part of the Civil Engineering Plan Review Package for the plans to be approved with the deviation.

## SECTION 6.0 Change Management

In recognition that the LDPM is a living document, intended to grow and improve in response to better technical information, revisions in City policies, and process improvements, Section 6.0 has been added regarding change management.

### 6.1 Proposed Changes to the LDPM

This section presents a defined process for submitting proposed changes to the LDPM for SSPAC and CSSSC approval. **Figure 6.1-1** outlines the full process and is described in detail in the following sections.

#### 6.1.1 Assemble Submittal Package

Requests to make changes to any section of the LDPM (Volume 1 through Volume 4) may be proposed by City staff, subcommittees of the SSPAC and CSSSC, members of the engineering community, or other stakeholders. Proposed changes must be accompanied by sufficient information to evaluate the technical merits of the proposed change, impacts to existing City processes, and O&M requirements. Minimum information requirements include:

- Identify location of change – specific section, design guideline, detail, or specification
- Summary of proposed change, include summary of issues with existing guidance and justification for proposed modification.
- References to industry standards, publications, technical memoranda, or reports that support the proposed change.
- Summary of anticipated impacts to O&M

All information should be provided in digital form and submitted to:

[ReviewGrp@coj.net](mailto:ReviewGrp@coj.net)

ATTN: LDPM Change Request

#### 6.1.2 Determine Submittal Sufficiency

The Development Services Manager will receive and evaluate the submitted information for sufficiency before presentation to the SSPAC and CSSSC. If the package is deemed insufficient, it will be returned to the originating party to be revised and resubmitted with additional information. If the package is deemed sufficient, it will be presented to the SSPAC and/or the CSSSC at the next regularly scheduled meeting for consideration. The request originator will be invited to attend the meeting(s) to present the proposed change and supporting information. All coordination will be conducted through the Development Services Manager.

#### 6.1.3 Review by SSPAC and/or CSSSC and LDPM Subcommittee

The SSPAC and/or the CSSSC will determine if the proposed change will be forwarded to the LDPM Subcommittee for evaluation and discussion. If the committees assign the proposed change to the LDPM subcommittee, a notice of this decision will be sent to the LDPM mailing list to alert interested parties of the proposed change and allow participation in the subcommittee discussions. If the committee opts not to forward the proposed change, the submittal package will be returned to the originator with the committee's decision.

The LDPM subcommittee is a standing subcommittee of the SSPAC and CSSSC whose charge is to 1) evaluate proposed changes to the LDPM for technical feasibility, appropriateness and compatibility with City goals and policies, 2) identify which portions of the LDPM will be affected, and 3) estimate impacts to the City and other stakeholders. The LDPM subcommittee shall have the following standing members:



- CSSSC Co-chair
- SSPAC Co-chair
- Development Services Division Representative
- Engineering Construction Management Division Representative
- Right of Way and Stormwater Maintenance Division Representative
- Transportation Planning Division Representative
- Traffic Engineering Division Representative

The subcommittee may invite City staff, subject matter experts, and other outside resources to participate in the discussions to evaluate the proposed change. Subcommittee meetings will be publicly noticed so stakeholders interested in observing and participating in discussions through public comment are able to do so. It is anticipated that several subcommittee meetings may be required to thoroughly discuss and reach a decision on the proposed change. If the LDPM subcommittee recommendation is not to approve the proposed change, the package will be returned to the originator with the subcommittee's decision and supporting reasons. If the LDPM subcommittee recommendation is to approve the proposed change, they will develop an underline-strikeout proposal of changes to the specific sections of the LDPM affected by the change.

#### **6.1.4 Approval/Denial of Change**

If the LDPM Subcommittee reaches a decision to approve the proposed change, they will present their findings and the underline-strikeout proposal to the SSPAC and/or CSSSC for a full committee vote. Not all proposed changes will impact both committees; therefore, both committees will be notified of the recommendation from the LDPM subcommittee, but based on subject matter, it is possible that only one committee may vote on final acceptance of the change. Three outcomes are possible:

- If the change is approved by the full committee(s), the change is packaged and sent to the Planning Department.
- If the change is not approved but there is a desire to further evaluate the proposed change, it can be sent back to the LDPM Subcommittee for additional development.
- If the change is not approved, it can be returned to the proposer with the full committee(s) decision.

#### **6.1.5 Notification**

If the proposed change is approved by the SSPAC and/or CSSSC, the underline-strikeout proposal will be forwarded to the Development Services Manager to develop a memorandum summarizing the changes to the LDPM. This memorandum will be posted on the LDPM Website and the LDPM mailing list will be notified. The City's Land Use and Zoning (LUZ) and Transportation, Energy, and Utilities (TEU) Committees will be notified of the change and it will become effective at the next issuance of the LDPM, typically in January of the following calendar year.

Public Outreach and Communication

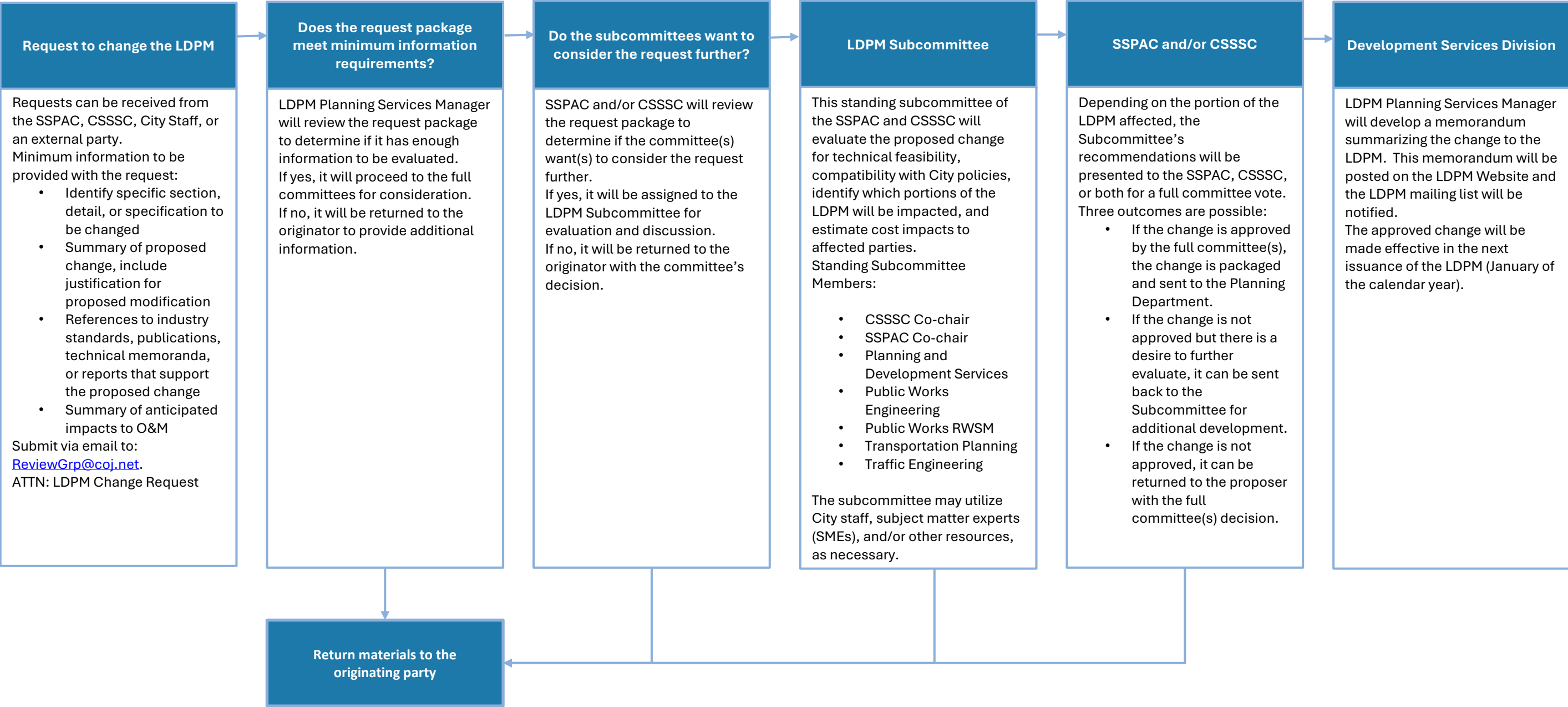
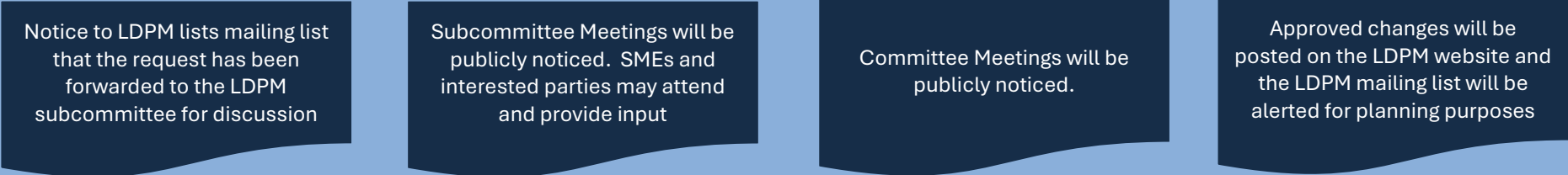


Figure 6.1 -1 Process to Propose Changes to the LDPM