



ONE CITY. ONE JACKSONVILLE.

LAND DEVELOPMENT PROCEDURES MANUAL

Volume 1: Policies & Procedures



Effective January 2024

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 Policies and Procedures

Volume 2: Design Guidelines

Volume 3: Standard 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 City of Jacksonville.

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SECTION 1.0 SUBDIVISION LAND DEVELOPMENT PROCEDURES

1.1 OUTLINE OF REVIEW PROCEDURES FOR SUBDIVISIONS

Procedures for the review of subdivisions involve nine (9) steps as follows:

1. Informal Pre-Application Conference
2. Concurrency Review
3. Pre-Application Procedure for approval by the Planning Commission.
4. Procedure for Approval of Preliminary Site Development Plans, Concurrency Review and Final Site Development Plans required for improvements.
5. Review of the Preliminary Plat
6. Final Review / Conditional Approval of the Preliminary Plat
7. Procedures for Approval of Final Plat
8. Procedure for Recording of Final Plat
9. Acceptance of Subdivision

Estimates of the time required for each step in the process are listed in Table 1-1.

Table 1-1 Estimated Time Requirements

ACTION	STANDARD TIMEFRAME* (WORKING DAYS)
Informal Review by Concurrency and Mobility Management System Office	15 - 45
Pre-Application Procedure	19
Preliminary Site Development Plan Review	28
Final Site Development Plan Review	14
Preliminary Review - Preliminary Plat	15
Final Review - Preliminary Plat	15
Recording of Plat	10
TOTAL	115

* From day submitted until letter signed and mailed indicating completion/approval.

Note: The Final Site Development Plan Review and Preliminary Plat Review may be processed simultaneously.

Authority for the review of subdivisions is set forth in Chapter 654 (Code of Subdivisions Regulations) of the Ordinance Code of the consolidated City of Jacksonville, as revised by Ordinance 91-58-147.

1.2 INFORMAL PRE-APPLICATION CONFERENCE

Although not specifically required by the Code of Subdivision Regulations, it is strongly recommended that developers submit subdivision proposals for an informal preliminary review with the Current Planning Division of the Planning and Development Department. In this phase the developer should also contact the Transportation Planning Division, Traffic Engineer, and other city, regional, and state agencies 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.

It is intended that this informal review will assist the developer in preparing a preliminary site plan that will meet the requirements of the code of Subdivision Regulations.

To avoid name changes, it is suggested that the proposed names of subdivisions and streets be verified with the City. Subdivision names should be verified by the Topographical/Survey Activity Group of the Engineering and Construction Management Division within the Department of Public Works. Street names should be verified by the Addressing Group of the Development Services Division within the Department of Planning and Development.

Developers should be aware of the permit and design requirements of the Federal, State, and Local Agencies listed in Tables 1-2 and 1-3.

Table 1-2 Agency Contacts

AGENCY	ADDRESS	TELEPHONE
U.S. Army Corps of Engineers, Jacksonville District Permitting	701 San Marco Blvd. Jacksonville, FL 32207	232-1177
Florida Department of Environmental Protection, Northeast District	8800 Baymeadows Way W Jacksonville, Florida 32256	256-1700
Florida Department of Transportation, Jacksonville Urban Office	838 Ellis Road Jacksonville, FL 32205	1-800-207-8236
St. Johns River Water Management District, Jacksonville Service Center	7775 Baymeadows Way Jacksonville, FL 32256	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	665-6000

Table 1-3 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

1.3 PRE-APPLICATION PROCEDURE

The Developer shall submit fifteen (15) copies of the preliminary site plan (1.3.1) on 24" x 36" and on 8½" x 11", along with fifteen (15) copies of a written statement (1.3.2) including a legal description generally describing conditions of the site to the Current Planning Division. Note that all plans shall be submitted in accordance with the Site Plan Review Application Form.

1.3.1 PRE-APPLICATION PRELIMINARY SITE PLAN

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 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 including the PUD Ordinance and DRI Resolution Number in lower right corner.
10. Rights-of-way proposed as a new road by either the Florida Department of Transportation, Jacksonville Transportation Authority, or City of Jacksonville
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

1.3.2 PRE-APPLICATION WRITTEN STATEMENT

The written statement (see **Attachment 1-1**) shall contain the following information:

1. Name of proposed subdivision
2. Name, telephone number, and address of the registered professional, surveyor, and developer of the proposed subdivision
3. Information describing the subdivision proposal including, but not limited to, the following: gross acreage, number of lots, typical lot dimensions, zoning, and gross density per acre. If the development is to be phased, this information shall be submitted for each phase.
4. The conditions of the site.
5. Stages of development of the entire subdivision
6. Data on existing or proposed covenants
7. Legal description (metes and bounds); or, in lieu thereof, measurements to a known reference point (see **Attachment 1-2**)
8. Any request for variance should be requested at this time.
9. Name utility service provider(s)

1.3.3 PRE-APPLICATION REVIEW

Upon receipt and inspection of the required number of preliminary site plans and accompanying written statements, the Current Planning Division will distribute this material to the various agencies required to review the plans by the Code of Subdivision Regulations. Upon receipt of comments and recommendations from the various agencies, the Regulatory Division will review the comments/recommendations received and notify the developer if any changes or additional information must be incorporated in the preliminary site plan or accompanying written statement prior to submission to the Land Development Committee of the Planning Commission.

After review of the preliminary site plan and accompanying written statement by the Land Development Committee, the preliminary site plan and accompanying written statement, along with the recommendations of the Regulatory Division and Land Development Committee, will be submitted to the Planning Commission for approval.

Also note that if the site is zoned PUD, prior to being placed on the agenda, the preliminary site plan must be verified by the Planning and Development Department for compliance with the approved site plan, accompanying written description of intended plan of development, and conditions approved as part of the PUD, prior to being placed on the agenda.

Note that the Planning Commission meets on the Thursday following the 2nd and 4th Tuesday of each month.

1.4 PROCEDURES FOR APPROVAL OF PRELIMINARY AND FINAL SITE DEVELOPMENT (10 SET) PLANS FOR REQUIRED IMPROVEMENTS

1.4.1 CONCURRENCY REVIEW AND CONCURRENCY RESERVATION CERTIFICATE (CRC)

The applicant shall submit site development plans and other measuring documents to the Planning Department's Concurrency and Mobility Management System Office (CMMSO), 255-8330, for processing with other appropriate agencies for review and issuance of a Concurrency Reservation Certificate (CRC). In order to make the concurrency process more efficient, it is recommended that the applicant become familiar with the concurrency process ahead of time. This will streamline the overall review and approval procedure and ascertainment of potential vested rights.

1.4.2 PRELIMINARY SITE DEVELOPMENT (10 SET) PLANS

Once the developer has preliminary site plan approval under the pre-application procedure of the Code of Subdivision Regulations, ten (10) complete sets of preliminary site development plans for streets, sidewalks, curb and gutters, water systems, sanitary sewer systems, storm drainage systems and other required public improvements to include Topographical data prepared in accordance with Minimum Technical Standards as called for by Chapter 61G17 of the Florida Administrative Code shall be submitted to Development Services, Department of Planning and Development. Separate review is required by JEA Water & Sewer.

The sheet size for all site development plans shall be 24 x 36 inches or, if legible, 11 x 17 inches, and the current City of Jacksonville standard cover sheet must be utilized. The standard cover sheet is available by calling Development Services at (904) 255-8310. All submittals must include a valid City Development Number (obtained from the Concurrency and Mobility Management System Office – 255-8330).

Once in receipt of the ten (10) sets of preliminary site development plans, Development Services will distribute two (2) sets of the plans each to the Traffic Engineering, Development Drainage Design and Landscape Section for review, and one (1) set each to the Development Services Field Office, Fire Marshal's Office and Current Planning.

After completing their respective reviews the above agencies may retain for record one (1) set of preliminary plans and return one (1) set of preliminary plans to Development Services whereby the developer or the developer's representative will be notified as to the disposition of the site development plans. In most cases, resubmittal of the preliminary plans may be required for final plan approval.

Note: All items requested on the checklist returned with the Pre-Application Review must be submitted with the preliminary plans prior to the start of this review process (see **Attachment No. 1-3**). Incomplete submittals will not be accepted for review.

The registered professional will be notified by telephone and/or letter by Development Services when the preliminary review has been completed.

1.4.3 FINAL SITE DEVELOPMENT (10 SET) PLANS

If the site development plans meet applicable standards, specifications, and details, ten (10) additional copies of the plans shall be submitted to Development Services. Two (2) sets of plans and the cover page, except for landscape/tree mitigation plan(s), on the remaining sets must be signed and sealed by the Registered Professional. The landscape/tree mitigation plan(s) shall be signed and sealed by a Professional Landscape Architect. The sheet size for all site development plans shall be 24 x 36 inches or, if legible, 11 x 17 inches.

If the site development plans do not meet applicable standards as may be required by the City, the plans shall be revised to show the required improvements including the proposed locations of all stop signs and street name signs within the limits of the subdivision. At such time, ten (10) complete sets of revised plans, shall be submitted to Development Services for distribution to the various agencies. Two (2) sets of plans and the cover page on the remaining sets must be signed and sealed by the Registered Professional.

Note: Also at this time, the application for the CRC shall be completed and submitted along with other necessary documents to the CMSO. Denial of a public facility's ability to absorb the impact of the proposed development by a concurrency testing agency will result in a CRC denial and prevent the proposed development from continuing forward until the situation is resolved.

It should be noted that if significant changes occur subsequent to the review of the preliminary site development plans, a new preliminary site development plan submittal may be required. If the deviation is five percent (5%) or greater, then an additional CRC review shall be required for the difference. Simultaneously, it is recommended the developer submit the project to JEA for design of an electrical distribution system and provide the required plans, etc. in accordance with JEA's procedure.

Note: "Appropriate Registered Professional" or "Registered Professional" means, for the purposes of the LDPM, 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.

1.4.4 DURATION OF APPROVAL OF SITE DEVELOPMENT PLANS

Approved plans that were still valid as of June 30, 2006 under the former duration rules (for single phase projects, two (2) years and for multi-phase projects, two (2) years for each phase with a maximum of five (5) years) shall be valid for five (5) years after the project's initial approval.

1.4.5 SITE DEVELOPMENT NOTES

1. The City Engineer may grant variances on meeting new requirements where such would present an undue hardship on the developer.
2. JEA requires that all items listed in the JEA Development Install System Manual be provided before JEA will begin Preliminary Design of the electrical distribution plans. JEA will normally complete the Preliminary Design within 20 working days.
3. 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.
4. The required items shall be submitted to the appropriate JEA division to initiate preparation of the electrical distribution plans for the development in accordance with the JEA Development Install System Manual.
5. After final approval and before the start of construction, shop drawings shall be submitted in accordance with **Attachment No. 1-4** and with consideration given to trade names as set forth in **Attachment No. 1-5**.

6. Prior to final plat approval, any existing City right-of-way shown on a plat pursuant to a recorded plat in the Public Records of Duval County, Florida must be properly vacated or abandoned pursuant to Florida Statutes, Chapters 177 or 336, as applicable, and evidence must be provided by the Developer to the City of the same.

1.5 POTABLE WATER – DEVELOPER’S RESPONSIBILITIES

The developer shall be responsible for the design of adequate water production, transmission, and distribution facilities as necessary. The method of design and construction shall be according to the City Ordinance Code; the latest version of the JEA Water, Sewer, and Reuse Design Guidelines; the JEA Water and Sewer Standards Manual; this manual; and accepted engineering standards.

A public water system shall be provided in each new development; however, JEA may find that conditions are such that a private water system is acceptable. It is the developer's responsibility to contact JEA for this determination. JEA shall advise the developer as to the proper procedures for obtaining permission to connect to the JEA-owned system. If it is determined that the developer may utilize a private water system, it shall be the developer's responsibility to coordinate with the private utility company for approval of the connection. Plans, specifications, and design calculations must be submitted to JEA for approval, whether the system is public or private.

Weblinks to Reference Standards:

[Reference Materials for Water and Wastewater Development Projects](#)

1.6 WASTEWATER – GENERAL

1.6.1 DEVELOPER’S RESPONSIBILITIES

The Developer shall be responsible for the design of an adequate sewage collection system and/or treatment facility where necessary. The method of design and/or construction shall be according to accepted engineering standards; the current Land Development Procedures Manual; the latest version of the JEA Water, Sewer, and Reuse Design Guidelines; the JEA Water and Sewer Standards Manual; the latest edition of the Recommended Standards for Sewage Works (Ten State Standards); and all applicable sections of the latest edition of the Florida Department of Environmental Protection regulations, latest edition.

Weblinks to Reference Standards:

[Reference Materials for Water and Wastewater Development Projects](#)

Recommended Standards for Sewage Works (Ten State Standards)

1.6.2 CONNECTION TO THE CITY OWNED SYSTEM

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.

1.6.3 CONNECTION TO PRIVATELY OWNED SYSTEMS

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.

1.7 PROCEDURES FOR APPROVAL OF PRELIMINARY AND FINAL PLAT

1.7.1 PROCEDURES FOR PRELIMINARY REVIEW OF THE PLAT

Six (6) copies of the Preliminary Plat prepared by a surveyor in accordance with Section 654.109(d) of the Code of Subdivision Regulations shall be submitted to the Development Services Division of the Department of Planning and Development along with a receipt for the preliminary plat review fee in accordance with Section 654.138(a) of the Code of Subdivision Regulations. This submission must include both the plat map and the cover sheet with caption. This submittal should take place after the first review of the site development plans ([Section 1.4](#)) has been completed in order to ensure that all required easements and drainage facilities are known and shown on the plat.

All items and information listed in **Attachment 1-6** must be shown on the plat. The appropriate “Adoption and Dedication” and “Consent and Joinder” language from **Attachments 1-7A, 1-7B, 1-7C, and** [Section 2.1.2](#), and [Section 2.2.7](#) shall be shown on the plat.

All stormwater management facility area locations must be shown on the plat, including... a general note language for unobstructed easements. These requirements are detailed in [Section 2.1.6](#).

When the preliminary review of the Plat has been completed, comments noted on the plat, will be forwarded to the surveyor together with a letter indicating completion of the preliminary plat review. The surveyor shall submit a revised copy of the plat to the Development Services Division and include the prior copy of the plat marked by the Office of General Counsel in the submittal.

The Preliminary Plat shall be reviewed by the Development Services Division. and the Office of General Counsel within (15) business days of submittal thereof by the Developer.

1.7.2 PROCEDURES FOR FINAL APPROVAL OF THE PLAT

Final approval of the plat may be requested once the final site development plans and Concurrency Reservation Certificate have been received and the preliminary review of the plat has been completed.

When requesting final approval of the plat, six (6) copies of the Final Plat according to Section 654.109(c) of Code of Subdivision Regulations shall be submitted to Development Services along with a receipt for the final plat review fee and, provided the city is to perform the required inspection of the infrastructure improvements, a receipt for the construction inspection fee in accordance with Section 654.138(a) of the Code of Subdivision Regulations and an Opinion of Title Certification. One of the six (6) copies shall be submitted to the Office of General Counsel for review, along with the Opinion of Title Certification (in the form described below). The review shall be completed within fifteen (15) business days of submittal thereof by the developer.

The original Opinion of Title Certification for the lands to be platted shall be submitted by the developer with the Final Plat and shall indicate the date of the title search. The title opinion shall be addressed to the City of Jacksonville and certified to a date within 30 days of submission. The title opinion shall indicate any 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 such taxes have been paid.

The Opinion of Title Certification shall be certified to the “City of Jacksonville, Florida, Department of Planning and Development” and issued by an attorney-at-law licensed in Florida or an abstractor or title company showing that the apparent record title to the land as described and shown on the plat is in the name of the person, persons, or entity executing the dedication as it is shown on the plat.

The Opinion of Title Certification shall include copies of mortgages, liens, and other encumbrances of record (e.g., covenants, restrictions, and easements). All mortgagees of record as shown in the Opinion of Title Certification shall be required to execute a consent and joinder on the plat in the form provided in Section 7.2.7 of this manual. The City may, at its sole discretion, require the developer to, at its sole expense, cure any title defects and/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. The City may also require the developer to provide evidence of good standing of its corporate existence and any signatory's authority to execute the plat on the developer's behalf. Any such requirements by the City must be satisfied on forms approved by the City prior to or contemporaneously with the recording of the plat. If any such approved satisfaction or release forms are recorded by the developer prior to the recording of the Final Plat, the developer shall provide the City with evidence of the same for review in the final plat recording package.

Prior to final plat approval, any existing City right-of-way shown on a plat pursuant to a recorded plat in the Public Records of Duval County, Florida must be properly vacated or abandoned pursuant to Florida Statutes, Chapters 177 or 336, as applicable, and evidence must be provided by the developer to the City of the same.

If the aforementioned items are found to be in accordance with the provisions of the Code of Subdivision Regulations, Development Services will approve the plat. A copy of the letter of approval and two copies of the approval plat will then be returned to the surveyor.

1.8 PROCEDURES FOR RECORDING OFF-SITE EASEMENTS

Prior to plat recordation or final plat acceptance, the developer shall provide the following to Development Services for processing:

1. An original executed Grant of Off-Site Easement in the form prescribed in **Attachment 1-8**;
2. A mylar and two (2) paper prints of the easement drawing (Size of drawing must be 8 ½" x 11" or 8 ½" x 14" only);
3. An Opinion of Title Certification (not over 30 calendar days old) in the same form required under [Section 1.7.2](#) herein, and, if applicable, completed consent and joinder documentation for any mortgage holders in the form prescribed in [Section 2.1.2](#); and
4. Recording fee in accordance with the City's [Schedule of Fees](#). For the purpose of calculating the recording fee, the documents usually recorded are the Grant of Easement Documents, the easement drawings, and any consent and joinder documents.

1.9 PROCEDURES FOR RECORDING THE FINAL PLAT

The developer shall provide the following to Development Services for processing the Final Plat for recording:

1. Mylar: Original plat mylar and two (2) paper prints of the Final Plat.
2. Updated Opinion of Title Certification: An updated copy of the Opinion of Title Certification in the same form required under [Section 1.7.2](#) herein. The title update shall not be less than 14 days old from the date that the plat is to be recorded. The state of the title of the lands to be platted as shown on the updated Opinion of Title Certification shall be in accordance with any 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.). The developer shall provide the City with copies of any satisfactions or releases required to be obtained by the developer in accordance with [Section 1.7.2](#) herein.
3. JEA Approved Plat: A copy of the Final Plat with each sheet stamped and signed (approved) by JEA.

4. Sign Payment: A copy of the receipt(s) from the City Tax Collector as evidence of payment for street name and/or stop signs.
5. City Engineer Certification or Bond Letter and Plat Bond: A letter from the City Engineer's Office certifying completion of required improvements or the items listed below:
6. Bond Letter: An approved copy of a letter from the registered professional or developer estimating the cost of remaining improvements in public space, including common area sidewalks, requesting approval of bond amounts. This letter should also include an estimate of the time required to complete the project along with copies of contracts and payments (A.I.A. Form). (See **Attachment 1-9**). The Bond Amounts letter must be submitted to and approved by Development Services prior to submittal of the plat for recording.
7. Plat Bond: A Plat Bond secured by Irrevocable Letter of Credit, Surety Bond, or Cash covering the cost of remaining required improvements in public space, including off-site easements. This bond shall be for a period approved by the City Engineer's Office.
8. Recording Fee: A check made payable to the Clerk of the Circuit Court covering the cost of recording the plat and any other curative title documents in the Official Public Records of Duval County, Florida. ([Schedule of Fees](#)).
9. Electric Payment: 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 installation.
10. CRC: A copy of Concurrency and Mobility Management's approval vesting this project. VPAC or CRC Number (no more than 14 calendar days old).
11. CAD File: A CAD drawing of the Final Plat meeting the requirements listed in [Section 2.5.3](#).

Upon receipt of the listed items, Development Services will review the same and, if found to be in compliance with the provisions of the Code of Subdivision Regulations, will forward the plat to the Office of General Counsel, the City Surveyor, and the City Engineer for review and approval within ten (10) business days thereafter. Upon those approvals, the Director of Public Works will sign the plat. Development Services will then forward the plat to the Clerk of the Circuit Court for recording.

1.10 PROCEDURES FOR TRAFFIC SIGN REQUESTS

It shall be the responsibility of the developer to pay for and provide the Traffic Engineer proper documentation and information in a timely manner in order to have signs erected at time of surface paving. In order to ensure this, sixty days prior to the anticipated paving date, the developer shall provide the Traffic Engineer with the following:

1. A receipt from the City showing signage payment has been made;
2. If JEA is to be the electric utility provider, JEA's electrical distribution plan showing street names and house numbers; in the case of other electrical providers such as Clay-Elect Co-op, a street name and house numbering plan from the Building and Zoning Division; and
3. A memo stating anticipated date pavement will be placed.

1.11 SUBDIVISION AND DEDICATION ACCEPTANCE

The following shall be submitted in a package to Development Services, 214 N. Hogan St., Ste. 2100, Jacksonville, Florida 32202:

1. Engineer's Certificate of Completion: The Registered Professional shall submit a Certificate in accordance with paragraph 654.136(c) of the Code of Subdivision Regulations (see **Attachment 1-10A or B**).
2. Surveyor's Certificate: The Registered Land Surveyor shall submit a Certificate in accordance with paragraph 654.109(c)(13) of the Code of Subdivision Regulations (see **Attachment 1-11**).
3. Owners Affidavit: The Certificate of Construction Completion shall be submitted by the owner or developer (see **Attachment 1-12**). The original will be forwarded by Development Services to JEA and a copy retained in the project file.
4. Developer's Warranty, Indemnification, and City of Jacksonville Acceptance Agreement: **Attachment 1-13** shall be submitted by the owner or developer.
5. Traffic Sign Installation: The Developer shall provide written notification of the scheduled completion date for the road construction for a development at least 30 days prior to such completion to the City Traffic Engineer at: Traffic Engineering Division, 1007 Superior Street, Jacksonville, Florida 32254. The following shall be included with the written notification:
 1. A copy of the entire subdivision master plan, which indicates the entire road network for the development.
 2. If JEA is to be the electric utility provider, a copy of the JEA underground electrical distribution plan showing the lot and block numbers as well as street names and addresses for the development phase for which sign installation is requested, in the case of other electrical providers, a street name and house numbering plan from the Building and Zoning Division.
 3. Receipts evidencing payment had been made for all street and stop signs.
 4. A copy of the plans showing the location of sidewalks, paving, curbs, and water and sewer lines (including as-builts or partial as-builts, if available).
 5. A return address, contact person, and telephone number for the developer making the request.
 6. Final Acceptance will not take place until all required signs are installed.

Upon receipt of all the above information, the street and stop signs will be installed by the Traffic Engineering Division to ready the development for final inspection. The developer shall be responsible for the repair, replacement, or maintenance of any sign installed until the City has accepted such development phase for maintenance. Final Acceptance will not take place until all required signs are installed.

6. As-Built Drawings: As-builts for potable water mains, reclaimed water mains, sewage collection systems, force mains, and sewage lift stations shall be submitted to JEA in accordance with JEA standards. Two (2) signed and sealed prints of as-builts for the paving and drainage shall be submitted to Development Services, 214 N. Hogan St., Ste. 2100, as required by paragraph 654.136(c) of the Code of Subdivision Regulations. These as-builts shall be submitted to Development Services before the final inspection. As-built requirements are defined in **Attachment 1-14**.

NOTE: All as-builts shall be stamped "as-built" with the information and certification included as shown on **Attachment 1-15A, 1-15B, or 1-15C**.

7. Bill of Sale: Improvements other than subdivisions. This applies to dedications of water and sewer to the City as required by paragraph 750.704(e) of the Ordinance Code (see sample in **Attachment 1-16**).

8. Deed of Dedication: Deeds for rights-of-way and easements are either to be submitted with the 6-set approval or shortly thereafter. The city's Project Engineer will check to see that these have been recorded prior to writing the Acceptance Letter.
9. Letter of Certification for Water Main Clearance: Department of Health and Rehabilitation Services Letter of Certification, along with copies of reports or samples are to be submitted to the city's Project Engineer and will be placed in the project file.
10. Bacteriological Clearance: Two consecutive days of satisfactory bacteriological clearance from the Department of Health and Rehabilitation Services Duval County Public Health Unit on all water main sample points are required.
11. Water and Sewer Tests: Acceptable pressure test results for potable water, reclaimed water, and sewer force mains must be submitted as applicable.
 - a. Satisfactory pump performance tests must be provided for any pumping stations.
 - b. Acceptable television inspection reports, tapes, and mandrel tests must be provided for any gravity sewer lines.
12. Final Inspection Punch List: Completion of final inspection punch list items.
13. FDEP Certificate of Construction Completion: A Certificate of Construction Completion approved by the Florida Department of Environmental Protection must be submitted.
14. Approved As-Built Pressure Test Certification: Pressure test results for both water and sewer force mains are to be submitted with the project file.
15. TV Reports on Sewer Gravity Systems: The developer is to submit typewritten TV reports for review, as well as copies of the recordings.
16. Pump Station "Start-up" Test: the city's Project Engineer is to place a copy of the pump station "Start-Up Records Memo" is to be submitted with the project file.
17. Soil and Concrete Testing: The developer is to submit typewritten copies of the soil and concrete testing performed during construction.
18. Prefinal Inspection Report: A prefinal inspection is optional upon request by the developer and not a requirement of the City.
19. Record of Final Inspection: The final inspection record shall indicate deficiencies noted and those persons in attendance. The original with the city's Project Engineer / Inspector's punch list items is retained in the file. The city's Project Engineer shall certify, by signature and date on the report, when the punch list items are completed. All punch list items must be completed before Final Acceptance.
20. SJRWMD Permit: A copy of the St. Johns River Water Management District Permit and a copy of the written notification to the District that the project is complete and ready for inspection must be submitted with the project. The written notification can be the "Statement of Compliance" to the St. Johns River Water Management District.

SECTION 2.0 –PLATTING AND CITY ACCEPTANCE REQUIREMENTS

2.1 PLATS MADE FOR RECORDING

2.1.1 NAMING REQUIREMENTS

UNIQUE SUBDIVISION NAME

Every subdivision shall be given a name by which it shall be legally known. This name must be shown on all sheets. 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. When the subdivision is further divided as an additional unit or section by the same developer or the developer’s successors in title the additional unit, section, or phase shall be given the primary name followed by the unit, section, or phase number. Every subdivision’s name shall have 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. Words such as “the,” “replat,” or “a” may not be used as the first word of the primary name. 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. The unique Subdivision name must be given prior approval by the “Manager of Topographical Survey Section”.

SUBDIVISION 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.

STREET NAMING

A Street name plan must be approved by the Addressing Section prior to submittal of civil plans. All streets shall be appropriately labeled public or private as stated in the adoption and dedication.

2.1.2 COVER PAGE REQUIREMENTS:

COVER PAGE

The first sheet of all plats shall show the caption, adoption and dedications, hold harmless agreements, notary statements, approval for recording and required certifications. In the event that 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, developer's certificate, director of public works approval, clerk of circuit court certificates, surveyor's certificate, bearings, distances and curve tables shall not be less than 0.08 inches or No. 80 Leroy lettering template size.

CAPTION

A complete legal description of the land to be subdivided, with boundary checked. The legal description shall be the same as that provided in the title certification required in Ordinance Code 654.110, and in F.S.177.091(11). The legal description shall be approved by the Office of General Counsel.

ADOPTION AND DEDICATION

Unless this requirement is waived by the Director or his or her designee, on the face of the plat an unreserved dedication to the public 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 appropriate "Adoption and Dedication" language from **Attachment 1-7** use sample A, B, or C, including the HOA language if applicable (see below) shall be shown on the plat. 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.

HOMEOWNERS ASSOCIATION LANGUAGE

When the property is subject to a Home Owners Association the Adoption and Dedication must contain the following language.

Upon failure of the Home Owners Association; the obligation of maintenance and any other matters pertaining to said lakes/stormwater management facilities as well as Tracts and Parcels for any use, the obligation would then fall equally on the lot owners as shown hereon said plat.

MORTGAGEE DEDICATION

When practicable, the mortgage dedication shall be combined with the dedication of the property owners.

CONSENT AND JOINDER

The appropriate consent and joinder language related to any mortgages held on the land and or off-site easements must be shown in the format below and notarized on the plat:

CONSENT AND JOINDER TO PLAT DEDICATION

The undersigned hereby certifies that it is the holder of the mortgage, lien or other encumbrance recorded in Official Records Book _____, Page _____, of the Public Records of Duval County, Florida ("Mortgage"), encumbering the lands described in the caption hereon. The undersigned hereby joins and consents to the dedications by the Owner of the lands described in the Adoption and Dedication section herein, and agrees that the Mortgage shall be subordinated to said dedications.

Signed in the presence of: _____

Print Name: _____

Print Name: _____

By: _____
Print Name: _____
Its: _____

OWNER CERTIFICATIONS

The developer's certificate shall be on the left-hand side of sheet one, when practical.

NOTARY'S STATEMENTS

The appropriate notary language must be included with the notarized signatures of the Owner(s) and Mortgagee(s), following the Owner(s) certification.

COJ CERTIFICATIONS

The appropriate certifications and acknowledgement from the Director of Public Works, the Clerk of the Circuit Court, and the City's Professional Land Surveyor must appear on page one, when practical. These certifications must contain the current name for each.

SURVEYOR'S CERTIFICATE

A certification by the surveyor attesting to the accuracy of the survey and the legal description and that the permanent reference monuments have been established according to law and these regulations. The surveyors name, mailing address, PLS Number, and telephone number must appear on the caption page (**Attachment 1-11**).

STATEMENT

The plat shall include in a prominent place preferably on the first page or note number 1 in the notes section the following statements:

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.

2.1.3 BASE PLAT LAYOUT AND SYMBOL REQUIREMENTS

PLAT SIZE

18 X 26 with 3-inch margins.

VICINITY MAP

A vicinity map must be provided on the first or second page of the plat.

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.

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:

1. The [STATEMENT](#) noted in Section 2.1 above, should be the first note if not on cover page.
2. Give basis of bearings with referenced line shown on the plat with the bearing value stated.
3. Give basis of coordinates including the National Geodetic Survey Control Station.
4. All platted utility easements notes which shall provide that such easements 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 public utility. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety Code as adopted by the Florida Public Service Commission.

5. JEA. Easements are dedicated to the JEA and its successors for use in its underground distribution system (review "JEA Standard Plat Language" document).
6. Floodplain Management notes
7. Additional HOA related notes
8. Unobstructed/Access easements notes.
9. Encumbrances notes.
10. Any required Zoning notes.
11. Airport related required notes.

NORTH ARROW

A north arrow must be on all Map Sheets.

SCALES

A scale must be shown graphically, graphic scale and scale value stated 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; all other scales must have prior approval by the Chief, Topographical-Survey Branch.

PLAT BOOK & PAGE

A Plat book and Page box shall be on every page in the upper right corner.

SHEET NUMBERS

The sheet number and number of sheets shall be on every page in the upper right corner, underneath the Book & Page Box.

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.

2.1.4 GENERAL SURVEY REQUIREMENTS:

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 nonradial 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.

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.)

Because P.C.P.s are not set until after the final lift of asphalt is applied, which is after the plat has been recorded, 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.”

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.

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.

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. 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.

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.

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 appropriated labeled public or private as stated in the adoption and dedication.

SECTIONS:

Location of the subdivision with respect to section lines or a tie to, 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.

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. When a distance and/or bearing differs from an abutting subdivision or deed, both shall be shown on the plat.

LOTS & BLOCKS:

Lots and Blocks are to be numbered in accordance with F.S.177.091(18) All lots shall be numbered 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 additions bearing the same name may be numbered consecutively throughout the several additions.

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 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. Easements widths must be a Minimum 15' X 7.5' along boundary if future development is probable for contiguous lands.

OPEN SPACE, CONSERVATION & RECREATION:

The required minimum open space or conservation, and any required active recreation space, shall be platted as a separate tract and designated as "open space," "buffer," or "active recreation" on such plat. See Section 656.305(A)(II)(h), *Ordinance Code* for open space requirements for single family developments. See Section

656.1222 for buffer requirements for all residential subdivisions. Ponds are not considered open space and shall be depicted on separate tract or parcel. Open space, buffers and active recreation areas must be depicted on the plat graphically, labeled "Open Space," "Buffer," or "Active Recreation" and tabular calculations must be included, to total required space base on the "Open Space Acknowledgement" option (a) of **Attachment 1-17**.

2.1.5 FLOODPLAIN MANAGEMENT REQUIREMENTS:

Pursuant to Sec. 652.1102, Ordinance Code, where any portion of a proposed subdivision, including townhomes platted as individual fee simple lots, and manufactured home parks and subdivisions, lies within a flood hazard area, in the General Notes, state the following:

"At the time of recordation of this plat, all or portions of the platted lands herein were in a Special Flood Hazard Area ("SFHA"). This plat is not the 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 Department of Planning and Development, Development Services Division."

2.1.6 STORMWATER MANAGEMENT REQUIREMENTS:

All stormwater management facility area locations must be shown on the plat in accordance with the following requirements:

TIE DOWN & LABELING:

The approximate design high water elevation plus one (1) 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 (1) 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".

DEDICATED DRAINAGE EASEMENTS:

All dedicated drainage easements will be labeled to as unobstructed drainage easements and referred to as such in the Adoption and Dedication and on the plat sheets.

GENERAL NOTE:

A general note language for unobstructed easements shall be included on the plat in accordance with the following requirements:

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 for the removal and/or replacement of such items.

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.

Sample

GENERAL NOTE LANGUAGE FOR UNOBSTRUCTED EASEMENTS

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 for the removal and/or replacement of such items.

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.

FLOODPLAIN COMPENSATION PONDS

Floodplain compensation ponds must be clearly identified on the map sheets and identified in the Adoption and Dedication language.

PHASED STORMWATER SYTEMS

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 designated on an Off-Site Easement.

2.2 PLAT SUBMITTAL REQUIREMENTS:

2.2.1 CITY DEVELOPMENT NUMBER

Prior to submittal obtain a Plat CDN from the Concurrency and Mobility Management System Office. Upload the Preliminary Plat with supporting document to the Electronic Civil Plan Review System.

If a paper plat is being submitted, submit 6 Sets of the Preliminary Plat and all applicable supporting documents as listed below.

2.2.2 A BOUNDARIES SURVEY

Every plat of a subdivision submitted must be accompanied by a boundary survey prepared by a Florida licensed professional surveyor and mapper, which shall be submitted with the initial plat.

2.2.3 UPDATED OPINION OF TITLE CERTIFICATION

The title certification required in Ordinance Code 654.110, and in F.S.177.091(11), The Title Certification must be current within 30 days. The title opinion must show any 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 such taxes have been paid. The Opinion-of-Title Certification shall be certified to the “City of Jacksonville, Florida, Department of Planning and Development” and issued by an attorney-at-law licensed in Florida or an abstractor or title company showing that apparent record title to the land as described and shown on the plat is in the name of the person, persons, or entity executing the dedication as it is shown on the plat. The City in its sole discretion may require the developer, at its sole expense, to cure any title defects or satisfy or release any encumbrances that are adverse to the use of the lands to be platted or the use of any lands to be dedicated to the City. The City may also require the developer to provide evidence of good standing of its corporate existence and any signatory’s authority to execute the plat on the developer’s behalf.

Any such requirements by the City must be satisfied prior to or contemporaneously with the recording of the plat and on forms approved by the City.

2.2.4 OPEN SPACE & RECREATION DEDICATION/ FEE

Pursuant to Ordinance Code 656.420, the developer must acknowledge, that Developer will be required to pay recreation fees or dedicate in fee simple recreation land identified at the civil plan review and approval stage of the project. Any required payment must be received prior to plat recording.

2.2.5 CONSTRUCTION INSPECTION LETTER

Pursuant to Ordinance Code 654.126(b), the developer can elect to use the City inspectors to perform required inspection of construction. By doing so, it is understood and agreed that an inspection fee, calculated based on the current fee schedule, for this service will be required before the recordation of the plat. If the developer elects to use a private inspection company, upon completion of construction, The private inspection company shall provide a final inspection report, and the registered professional shall certify that the work has been entirely completed, and that it conforms in all respects, to the final plat and the 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 **Attachment 1-18A or 1-18B** for a sample inspection letter.

2.2.6 CONCURRENCY RESERVATION CERTIFICATE (CRC)

The CRC's for the Plat and the Civil Plan, showing the Civil Plan CDN matches the Plat CDN. This document is provided to the developer by the Concurrency and Mobility Management System Office and must reflect the units allowed to be developed. The plat has to match the civil plans. When the project is being developed in phases, this document must reflect the units allowed to be developed in the phase currently being platted. If the project is not being developed in phases a separate CRC is not required for the plat.

2.2.7 OFF-SITE EASEMENTS

When applicable submit a copy of the draft Grant of Off-Site Easement in the form prescribed in **Attachment 1-19**, the Off-Site Easement drawing (1 print if the submittal is paper), the Opinion-of-Title Certification, completed consent and joinder documentation for the off-site easement, including any mortgage holders in the form prescribed below for off-site easements.

CONSENT AND JOINDER (OFF-SITE EASEMENTS)	
The undersigned hereby certifies that it is the holder of the mortgage, lien or other encumbrance recorded in Official Records Book _____, Page _____, of the Public Records of Duval County, Florida ("Mortgage"), 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 its mortgage lien encumbering said lands to the Easement.	
Signed in the presence of:	_____
Print Name: _____	By: _____
_____	Print Name: _____
Print Name: _____	Its: _____

2.2.8 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 evidence of the same for review.

Note: All documents must be uploaded as an attachment to the “Other (receipts, correspondence, invoices, etc.)” folder. **If all required documents are not provided, the submittal will be disapproved and returned for correction.**

2.2.9 ADOPTION AND DEDICATION BY THE OWNER

The Adoption and Dedication of the plat must be signed by someone with the authority to sign for the entity. Documentation of the authority of the person executing the plat must be reflected in the records of the Florida Secretary of State or the equivalent office in the state with jurisdiction. If the documentation is from a jurisdiction other than Florida, it must be uploaded in the System. If this documentation is not on the Florida Secretary of State’s records or not uploaded into the System if the entity is foreign, then the submittal of the plat will be disapproved and returned for correction. The Owner’s signature block on the plat shall show the entity’s name, the natural person’s name, and the title that the natural person holds that provides the authority. For example:

Owner: ABC, LLC

By: John Doe, as its Manager

Additionally, if the Owner entity is managed by another entity, then the same pattern must be followed for that entity, until you reach a natural person. For example:

Owner: ABC, LLC

By: XYZ, LLC as its Manager

By: John Doe, as its Manager

LLCs must sign by a manager or, if no manager, then a member. Corporations must sign by a president or a vice president. A general partnership must sign by a partner. A limited partnership must sign by a general partner.

2.2.10 CONSENT AND JOINDER OF MORTGAGEES

If any entity holds a mortgage on the property to be platted, a Consent and Joinder must be executed by the appropriate signatory for that entity. Documentation of the authority of the person executing the Consent and Joinder must conform to the same requirements as those applicable to the Owner’s signature, above. The plat shall show the entity’s name, the natural person’s name, and the title that the natural person holds that provides the authority, just as is done with the Adoption and Dedication execution. If this documentation is not current in the Florida Secretary of State’s records or is not uploaded into the System, the submittal will be disapproved and returned for correction.

PROCEDURES FOR APPROVAL OF PRELIMINARY PLAT

For electronic or paper submittals all correspondence will take place in the Electronic Civil Planning System. When the preliminary review of the plat has been completed, the Surveyor will receive an email notification. Comments will be noted on the plat, and under the routing tab of the E-Civil Plan System. The Surveyor will address all comments made by the Reviewer, upload and resubmit the plat for review. Once the Reviewer is satisfied with the Surveyors responses the plat will be preliminarily approved. This process may take place during several rounds of review. If the plat is in paper format the surveyor shall submit a revised plat to the Development Services Division and include the prior marked up plat, for each round of review.

2.3 PROCEDURES FOR RECORDING OFF-SITE EASEMENTS

Once the preliminary review is complete the Surveyor may record Off-Site Easements and any additional supporting documents that require recording prior to the plat being recorded. In this case prior to final plat recordation, the Developer shall provide the following to Development Services for processing.

1. An original executed Grant of Off-Site Easement in the form prescribed in **Attachment 1-19** herein.
2. Mylar and two (2) prints of drawing (Size of drawing must be 8 ½" x 11" or 8 ½" x 14" only)
3. Opinion-of-Title Certification (not over 30 calendar days old) in the same form required under [Section 2.2.3](#) herein, and, if applicable, completed consent and joinder documentation for any mortgage holders in the form prescribed above.
4. Recording Fees: for the purpose of calculating the recording fee, the Grant of Easement Documents, the easement drawings, and any consent of joinder documents are usually the documents recorded.

2.4 PROCEDURE FOR FINAL APPROVAL AND RECORDING OF THE PLAT

2.4.1 FINAL APPROVAL:

Final approval of the plat may be requested once all revisions are complete, all off-site easements have been approved, the final site development plan is in the final review process. Any revisions to the civil plans during the plating process may require plat revisions. The plat will not be final approved until all civil plan revisions affecting the plat are complete. The plat will not be recorded until the site development plan has been final approved and all bonding and warranty requirements have been met (see below).

2.4.2 RECORDING OF THE PLAT

The plat will be eligible for recording once the site development plan has been final approved; all bonding and warranty requirements have been met (see below); and the Final Platting Package is approved by DSD, OGC and Public Works.

2.4.3 FINAL PLATTING PACKAGE REQUIREMENTS

Once the plat has been approved in the E-Civil Plans System the applicant will be notified by email that the final payment is due and a letter will be sent to the applicant outlining the documents required to record the Plat. Below are the documents most often required to record the plat:

1. MYLAR: Original plat mylar and two (2) paper prints of the Final Plat.
2. UPDATED OPINION-OF-TITLE CERTIFICATION: An updated copy of the Opinion-of-Title Certification. The title update shall not be greater than 30 days old from the date that the plat is to be recorded. The state of the title of the lands to be platted as shown on the updated Opinion-of-Title Certification shall be in accordance with any 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.). The developer shall provide the City with copies of any satisfactions or releases required to be obtained by the developer.
3. OFF-SITE EASEMENTS: If the off-site easements have not been recorded prior to the submittal of the plating package submit an original executed Grant of Off-Site Easement, Mylar, 2 prints of the Off-Site Easement drawing (if the submittal is paper), the Opinion-of-Title Certification (not over 30 calendar days old), completed consent and joinder documentation for any mortgage holders.
4. CITY ENGINEER: A letter from the City Engineer's Office certifying completion **Attachment 1-10 A or B** of required improvements and/or a plat bond.
5. PLAT BOND: A Plat Bond secured by Irrevocable Letter of Credit, Surety Bond or Cash Bond covering the cost of required improvements in public space including off-site easements. This bond shall be for a period of not less than one year or as approved by the City Engineer's Office.

BOND AMOUNT: An approved* letter from the registered professional or developer estimating the cost of remaining improvements to public space, including common area and sidewalks requesting approval of the bond amount. This letter should also include an estimate of the time required to complete the project along with copies of contracts and payments A.I.A. Form and **Attachment 1-9**. The Bond Amounts letter must be submitted to and approved by Development Services prior to submittal of the plat for recording.

Note: see Section [2.6 FINAL PLAT APPROVAL BONDING AND WARRANT REQUIREMENTS](#).

6. TRAFFIC SIGNS: A copy of the receipt(s) from the City Tax Collector as evidence of payment for street name and/or stop signs.

Note: see [Section 2.7 PROCEDURES FOR TRAFFIC SIGN INSTALLATION REQUESTS](#).

7. CONCURRENCY AND MOBILITY MANAGEMENT'S APPROVAL: vesting this project with a VPAC or CRC Number which is a maximum of 14 calendar days old.
8. JEA APPROVALS: A copy of plat with each sheet stamped and signed (approved) by JEA. 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.
9. AUTO CAD DISK: showing latest version ACAD drawing of plat.

Digital submittals of subdivisions are required for the final design submittals and must adhere to the following criteria:

1. The record plat base drawing should be a DXF file (standard digital exchange format).
2. Plats must be in Florida State Plane Coordinate system using the NAD 83 Datum at a

1:1 drawing scale in US survey feet.

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

3. All polygons must close.
4. Adjoining/existing streets must be clearly shown and labeled.

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:

Description of Layers	Layer Names	Color	Line Style
Street Center Line	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
Waters Edge/ Waterway Centerline	hydro1	Light Blue	Continuous
Street Names*	Streetanno1	White	Standard (txt.shx)
Lot, Block, & Parcel Numbers**	Propanno1	Magenta	Standard (txt.shx)
Subdivision Names	Propanno2	Green	Italics (txt.shx) Obliquing Angle:30
Building Number	Propanno3	Black	Standard (txt.shx)

*Font Size for street annotation layer is 30

**Font Size for Lot is 16, Block is 25

10. FINAL SIGNATURE APPROVAL: Upon receipt of the above listed items, Development Services will review the plating package. The final plat and any supplemental material shall be held in escrow by the Director until the developer has fulfilled all requirements of Chapter 645, Code of Subdivision Regulations, and the Land Development Procedures Manual. Upon completion of all requirements to the satisfaction of the Director, or his designee, approval by the Director of the construction of all improvements, the posting of required security, the Director will forward the plat through the Office of General Counsel, City Surveyor and City Engineer for review and approval within ten (10) business days thereafter. Upon those approvals, the Director of Public Works will sign the plat.
11. RECORDING: The applicant will be notified to pick up the plat and have it recorded at the Clerk of the Circuit Court into the Official Public Records of Duval County, Florida.

2.5 FINAL PLAT APPROVAL BONDING AND WARRANT REQUIREMENTS

The Developer has two options to obtain plat approval during construction of a subdivision.

2.5.1 PLAT APPROVAL DURING CONSTRUCTION OPTION 1:

Complete all improvements as indicated on the plat, except for the final wearing surface lift of asphalt on the local streets, as indicated on the plat, and construct one or more functioning units. The developer's engineer shall:

1. Upon completion of the entire work on one or more units of the subdivision, furnish the Director with a written certificate of the completion accompanied by the records and data required in the plat recording package.
2. The city shall automatically become vested with the right to enter upon the property to be platted for purposes of inspecting the construction of improvements during the progress of the construction.
3. If the Director finds that the completion of the required improvements complies with these regulations, the final plat shall be approved.
4. The post construction warranty (see below) is required upon completion of construction, prior to plat recording.

2.5.2 PLAT APPROVAL DURING CONSTRUCTION OPTION 2:

To have a plat approved prior to the required improvements being satisfactorily constructed, the developer shall assure that the required improvements as depicted on a proposed plat and related approved engineering plans will be completed by providing a guarantee to the city in one of the three (3) forms pursuant to subsection 654.110(e).

1. Cash deposit. The developer shall deposit with the city or place in an account subject to the control of the city cash in the form of a certified check or cashier's check. If the remaining estimated cost is \$1,000 or less, the developer may provide a personal check.
 - a. The developer shall be entitled to secure draws from the deposits or account as installation progresses at stages of construction established by the Director but not more frequently than monthly. A draw from the cash deposit or account may be made 30 days after the developer's engineer has certified to the city that the cost of improvements installed equals or exceeds the amount of the draw requested plus previous draws made and the Director has inspected the improvements and authorized the draw.
 - b. The Director shall have the right to reduce the amount of a requested draw to an amount he feels is justified based upon his inspection of the improvements. The Director shall also have the right to refuse to approve a requested draw, if the developer fails to be in compliance with any of the terms and conditions of the final plat or final engineering plans and specifications for the improvements.
 - c. The developer shall be entitled to receive interest earned on the deposit or account. The city, after 60 days' written notice to the developer, shall have the right to use the cash deposit or account for the completion of the improvements in the event of default by the developer or failure of the developer to complete the improvements within the time required by the Director.
2. Letter of credit. The developer shall furnish to the city an unconditional and irrevocable letter of credit issued by a state or national banking institution and in substantially similar form as approved by the office of general counsel.
 - a. During the process of construction, the Director may reduce the dollar amount of the letter of credit based on work completed.

- b. The city, after 60 days' written notice to the developer, shall have the right to use any funds resulting from drafts on the letter of credit for the completion of the improvements in the event of default by the developer or failure of the developer to complete the improvements within the time required by the Director.
 3. **Surety bond.** The developer shall furnish to the city a surety bond from a surety authorized to do business in the state, in a substantially similar form as approved by the office of general counsel. Guaranteeing that, within the time required by the Director from final plat approval, the required work will be completed in full accordance with the final plat and all conditions attached thereto within the time for completion as approved by the Director from final plat approval.
 - a. Copies of the plat and all conditions shall be attached to and constitute a part of the bond agreement.
 - b. During the process of construction, the Director may reduce the dollar amount of the bond based on the work completed.
 - c. The city, after 60 days written notice to the developer, shall have the right to bring action or suit on the surety bond for the completion of the improvements in the event of default by the developer or failure of the developer to complete the improvements within the time required by the Director.

2.5.3 DETERMINE THE AMOUNT OF REQUIRED PLAT BOND

The amount of the guarantee for the required improvements shall be equal to the total of the following:

1. One hundred percent (100%) of the total cost of the remaining required subdivision improvements.
2. The cost of placing Permanent Reference Monuments ("PRM's") and Permanent Control Points PCP, s as required, together with the survey costs incident to their proper placement; and
3. The costs to be secured by the post-construction warranty, pursuant to subsection 651.110(e).

Cost estimates for the required improvements shall be prepared, signed and sealed by a licensed Florida engineer and approved by the Director. The Director shall make a good faith effort to review and decide upon these cost estimates within fifteen (15) business days. The time for completion of the improvements must also be approved by the Director.

Note: All work conducted outside of the proposed plat as part of the proposed development, when located within the city's right-of-way, shall be subject to the security and warranty requirements of Ordinance Code 744.110(c).

2.6 PROCEDURES FOR TRAFFIC SIGN INSTALLATION REQUESTS

It shall be the responsibility of the developer to pay for and provide the Traffic Engineer proper documentation and information in a timely manner to have signs erected at time of paving.

2.6.1 TRAFFIC SIGN INSTALLATION:

The Developer shall provide written notification of the scheduled completion date for the road construction for a development at least 60 days prior to such completion to the City Traffic Engineer at: Traffic Engineering Division, 1007 Superior Street, Jacksonville, Florida 32254. The following shall be included with the written notification:

1. Receipts evidencing payment had been made for all street and stop signs.
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 and block numbers and street names and addresses for the development for which sign installation is requested.
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. Memo stating anticipated date pavement will be placed.
6. A return address, contact person and telephone number for the developer making the request.
7. Final Acceptance will not take place until all required signs are installed.

Upon receipt of all the above information, the street and stop signs will be installed by the Traffic Engineering Division to ready the development for final inspection. The developer shall be responsible for the repair, replacement or maintenance of any sign installed until the City has accepted such development for maintenance.

2.7 POST-CONSTRUCTION WARRANTY AND SUBDIVISION ACCEPTANCE

2.7.1 POST-CONSTRUCTION WARRANTY

A secured warranty period after completion of the required improvements (“*post-construction warranty period*”) and a warranty (“*post-construction warranty*”) is required after completion of the required improvements, whether constructed prior to platting or secured by the guarantee.

Upon the installation of the first lift for local streets, a request may be made for **acceptance or approval** of the required improvements depicted on the approved engineering plans for public or private local streets. The request shall be made by the person, firm or corporation seeking such acceptance (“applicant”). The applicant must first furnish the post-construction warranty acceptable to the city. The amount shall be equal to fifteen percent (15%) of the total of all construction contracts issued for the required improvements, that the city will accepted for maintenance (or in the case of a private local street the improvements that the city approved, and a private entity will maintain), plus the cost to secure the application of the final wearing surface (final lift) as outlined in section 654.111(p). This security may either be an amendment to the original guarantee posted at time of platting, or may be a new certified or cashier’s check, an unconditional and irrevocable letter of credit, a surety bond, or combination thereof. If a new security is posted, the security supporting the guarantee pursuant to sec. 654.110(d) (2-4) will be returned and/or released at the time of as-built drawing approval.

The post-construction warranty shall be furnished to secure, during the post-construction warranty period, at least the following: repair of the required improvements against faulty workmanship, construction and materials; damage done by agents of the applicant to curb and gutter, asphalt pavement, drainage piping, structures or sidewalks; the application of the final wearing surface, pursuant to subsection 654.111(p); and other required improvements as shown on the approved engineering plans. The security shall be submitted by the applicant, for both public and private subdivisions, to the city for approval and forwarding to the Director and shall remain in force until released as stipulated below.

If the applicant or their agent takes no action to address any deficiencies, after a 60 days' written notice from the City to the developer, the city may elect to repair and take remedial action to correct the deficiencies during the post-construction warranty period by drawing such cost from the security. The developer, owner, or assign shall provide evidence annually that the post-construction warranty continues in force until such time that the Director authorizes its release and return.

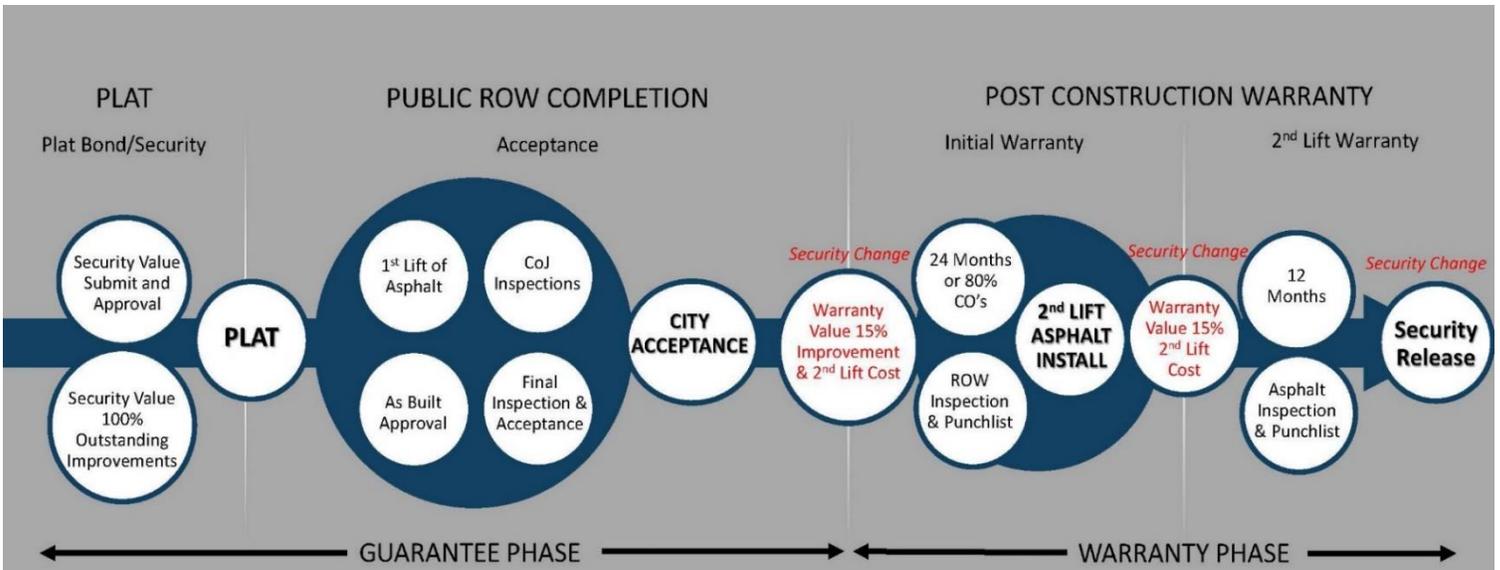
2.7.2 REDUCTION AND RELEASE OF POST-CONSTRUCTION WARRANTY

Upon satisfactory application of the second lift, the Director shall reduce the amount of the post construction warranty to 15% of the actual cost of the second lift (wearing course). The Director or designee shall make a good faith effort to review the application and inspect the second lift within fifteen (15) business days.

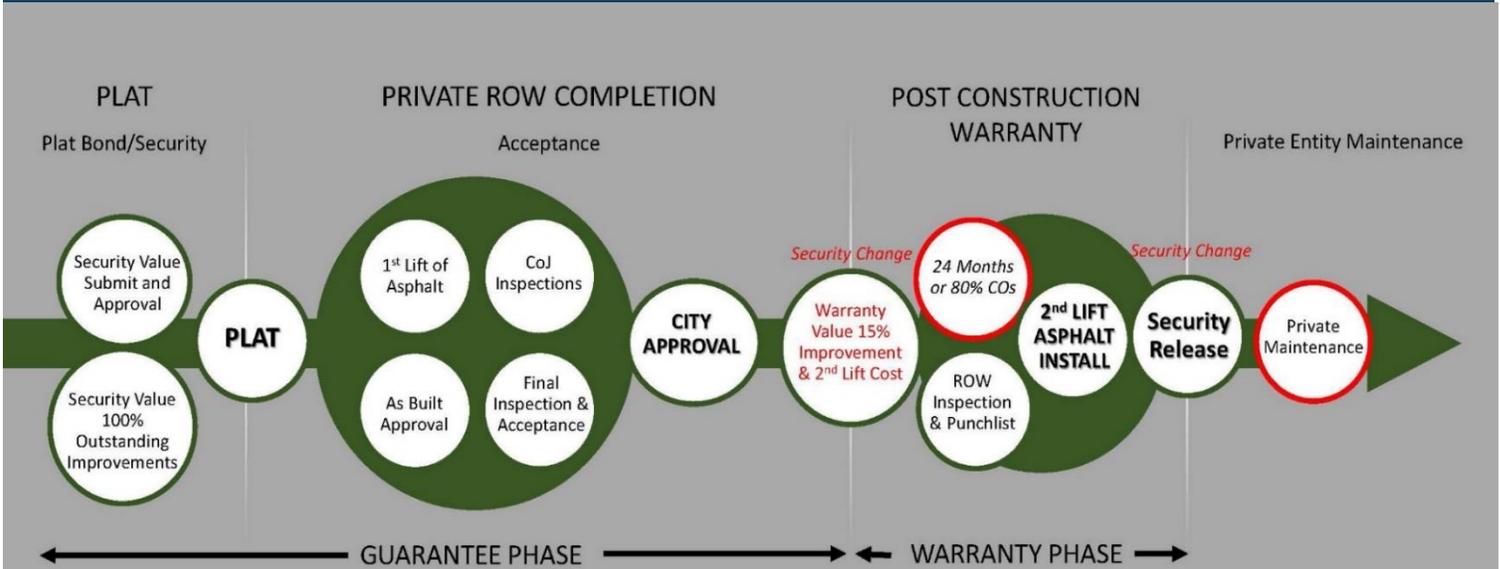
The post-construction warranty shall be released twelve (12) months after the second lift is satisfactorily applied pursuant to subsection 654.111(p), in the applicable phase of the subdivision.

For private local streets, re-inspection and release of the post construction warranty may be requested any time after the satisfactory installation of the final wearing surface course.

See Figures 1-1 and 1-2 as follows for flow charts of the process for both public and private rights-of-way.



Public ROW Plat to ROW thru Warranty Process



Private ROW Plat to ROW thru Warranty Process

2.8 SUBDIVISION ACCEPTANCE WITH PUBLIC (OR PRIVATE) ROADS

All land presented to The City of Jacksonville for acceptance must be platted, deeded and dedicated to the City. The following shall be submitted in a package to Development Services, 214 N. Hogan St., Ste. 2100, Jacksonville, Florida 32202.

2.8.1 DEVELOPER'S WARRANTY

Letter of indemnification from the developer to the City of Jacksonville covering the Acceptance Agreement, which is to be signed by the developer and the City's Engineer (**Attachment 12**).

2.8.2 ENGINEERS CERTIFICATE OF COMPLIANCE

The Registered Professional shall submit a Certificate in accordance with Ordinance Code 654.136(c) Subdivision Regulations (**Attachment 1-10A or B**).

2.8.3 SURVEYOR CERTIFICATE

The Registered Land Surveyor shall submit a Certificate in accordance with Ordinance Code 654.110 Subdivision Regulations (**Attachment 1-11**).

2.8.4 OWNERS AFFIDAVIT

The Certificate of construction completion shall be submitted by the owner or developer. (**Attachment 1-12**).

2.8.5 FINAL INSPECTION PUNCH LIST ITEMS

Record of Completion of final inspection punch list items provided by the city's Project Manager certifying by signature and date on the report, when the punch list items are completed. *On a privately inspected subdivisions a final inspection report must come from the private inspection company or the licensed Professional Engineer.* The final inspection record shall indicate deficiencies noted and those persons in attendance.

2.8.6 AS BUILT/ACCEPTANCE LETTER

Signed and sealed prints of as-builts for the paving and drainage OR Disc shall be submitted to City's Project Manager for approval to receive the As-Built Approval letter. *On a private subdivision a sealed letter must come from a licensed Professional Engineer.* These as-builts shall be submitted to Development Services before the final inspection. All as-builts shall be stamped "as-built" with the information and certification included as shown on **Attachments 1-15A, B, or C**. As-built requirements are defined in Section 1 of this manual.

2.8.7 TRAFFIC SIGN INSTALLATION

The developer shall provide written notification from traffic that all signs have been completed if signage was a part of the project. *On a private subdivision a sealed letter must come from a licensed Professional Engineer stating that all signs have been installed according to the approved plans.*

2.8.8 JEA ACCEPTANCE LETTER

The developer must submit a JEA acceptance letter. 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, to receive the approval letter.

2.8.9 ST. JOHNS WATER MANAGEMENT PERMIT

The developer must submit a copy of the written notification to the District that project is complete and ready for inspection, or the "Statement of Compliance" to the St. Johns River Water Management District.

2.8.10 DEPARTMENT OF ENVIRONMENTAL PROTECTION CERTIFICATION

The developer must submit the construction completion and approval letter from DEP, if DEP is involved with the project.

2.8.11 SOIL AND CONCRETE TESTING

Developer is to submit copies of soil and concrete testing performed during construction of subdivisions and other permitted work. These can be submitted in hardcopy or electronic format.

2.8.12 POST-CONSTRUCTION WARRANTY

The post construction warranty is required for all single or multi-family residential developments that have civil engineering plans submitted on or after May 1, 2019. The Warranty amount must be included with the Plat Bond Approval Letter and Bond document (**Attachment 1-20 and 1-21**)

2.8.13 BILL OF SALE

Rarely needed, only needed for improvements to infrastructure including equipment that will become property of the City see **Attachment 1-16**).

2.8.14 DEED OF DEDICATION

Deed of dedication for rights-of-way and easements are to be submitted with the plat. When an unplatted right-of-way is to be accepted by the City, the developer must provide proof that it has been recorded prior to the Acceptance. If they have not been recorded the Director may require that the unplatted right-of-way follow the process outlined in Section 2.11 Procedure for ROW and Sidewalk Dedication Without Platting prior to Acceptance.

2.9 PROCEDURE FOR ROW AND SIDEWALK DEDICATION WITHOUT PLATTING

2.9.1 DEED OF DEDICATION AND MAP BOOK

Prior to acceptance of right of way or sidewalk by the City of Jacksonville the developer must submit a deed of dedication and a map book created by a professional surveyor, clearly identifying the property to be dedicated and accepted by the City.

2.9.2 CONVEYANCE

The dedication must be executed by all persons, corporations, or entities whose signature would be required to convey record fee simple title to the lands being dedicated in the same manner in which deeds are required to be executed. All mortgagees having a record interest in the lands subdivided shall execute, in the same manner in which deeds are required to be executed.

2.9.3 COJ APPROVAL/ACCEPTANCE

Development Services Division will route the documentation to Office of General Council and the Public Works Department for review. Once approved the owner will have the map book recorded and submit the original deed of dedication to the City.

2.9.4 RECORDING

When a tract or parcel of land has been subdivided and the dedication executed by the owners of record and mortgagees having a record interest in the lands subdivided, and when the approval of the governing body has been secured and recorded, all streets, alleys, easements, rights-of-way, and public areas shown on the map book, 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.

2.10 PLAT VACATION PROCEDURE AND SUBMISSION PROCESS (NOT A REPLAT)

2.10.1 PROCEDURE FOR THE PLAT VACATION

Prior to final plat approval any existing City right of way opened or unopened shown on a recorded plat in the Public Records of Duval County, Florida must be properly vacated or abandoned pursuant to F.S.177 or 336, as applicable, and evidence must be provided by the developer to the City of the same. Plat may be vacated in whole or in part of subdivisions, returning the property covered by such plats either in whole or in part into acreage. Before such resolution of vacating any plat either in whole or in part may be recorded:

OWNER IDENTIFIED

It must be shown that the persons making application for said vacation own the fee simple title to the whole or that part of the tract covered by the plat sought to be vacated. Proof of ownership of the lots being vacated, shall be in the form of a title certification addressed to the city.

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. Provide evidence that vacation of the plat will not leave someone landlocked in the form of a certificate from your surveyor, addressed to the city and sealed.

PUBLIC NOTICE PROVISION

Persons making application for vacations of plats either in whole or in part shall give notice of their intention to apply to the City of Jacksonville to vacate said plat by publishing legal notice in a newspaper of general circulation the proof of such publication must be attach to the petition for vacation, the paper will provide you with proof of publication.

TAXES PAID CERTIFICATION

Certificates from the tax collector showing that all state, county, and municipal taxes have been paid. The taxes shall be deemed to have been paid if, in addition to all partial payments have been made.

CASH BOND REQUIREMENTS

The owner of the platted lands sought to be vacated shall post a cash bond, approved by the tax collector and by the Department of Revenue, conditioned to pay the full amount of any judgment including all costs, interest, and penalties. The circuit court shall fix the amount of said bond by order, after considering the reasonable timeframe for such litigation and all other relevant factors; and a certified copy of such approval, order, and cash bond shall be attached to the application.

LEGISLATION REQUIREMENTS

Once the application is complete and approved by the Development Services Division, Public Works Department and OGC, OGC will prepare the legislation to vacate the plat or subdivision or parts thereof sought to be vacated, and the Real Estate Division will take the matter to the Mayor's Budget Review Committee (MBRC) for permission to file the legislation. Additionally, the applicant may have a Council Member to sponsor the legislation. In this case OGC will work with his or her aide to get the legislation filed and on its way through the legislative process.

Every such resolution by the governing body shall have the effect of vacating all streets and alleys which have not become highways necessary for use by the traveling public. Such vacation shall not become effective until a certified copy of such resolution has been filed in the offices of the circuit court clerk and duly recorded in the public records of said county.

2.10.2 PROCEDURE FOR SUBMISSION OF PLAT VACATIONS

This Plat Vacation shall be uploaded to the E-Civil Plan system, to allow the process to be recorded and invoiced. Submit all documents to the Civil system just as you would any other plat, in the comment section note: "Plat Vacation" and attach the following documents:

1. The plat map.
2. Proof of ownership of the lots being vacated, typically in the form of a title certification addressed to the city.
3. Evidence that vacation of the plat will not leave someone landlocked. This is typically provided to us in the form of a certificate from your surveyor, addressed to the city and sealed.
4. Proof of publication obtained from the local newspaper.
5. The tax collector's certification that all taxes have been paid unless the title certification clearly identifies that all taxes have been paid.
6. Bond for any judgment liens on the property.

Once these documents are uploaded to the system an invoice will be generated. Once the fee is paid, the "Plat Vacation" will be routed to OGC for review and approval.

Plan on about 6 weeks after the legislation is filed for it to get adopted. After the resolution is adopted, the applicant will be responsible for recording it in the Public Records. Until it is recorded the vacation does not take effect.

Appendix 1 Forms and Attachments

Number	Description	Phase
1-1	Written Statement For Pre-Application Procedure	Pre-Application
1-2	Legal Description	Pre-Application
1-3	Submittals Checklist For Construction Plans	Preliminary Review
1-4	Shop Drawings	Acceptance Review
1-5	Trade Names	Acceptance Review
1-6	Checklist for Recorded Plats	Plat Review
1-7A	Plat Adoption and Dedication Language with Storm Water Management Facilities	Plat Review
1-7B	Plat Adoption and Dedication Language without Storm Water Management Facilities	Plat Review
1-7C	Plat Adoption and Dedication Language-Private	Plat Review
1-8	Real Estate Forms Checklist for Document Review	Plat Review
1-9	Guaranteed Amount to Plat Approval Letter	Plat Review
1-10A	Registered Professional's Certificate of Completion (Public)	Plat Review
1-10B	Registered Professional's Certificate of Completion (Private)	Plat Review
1-11	Surveyor's Certificate	Acceptance Review
1-12	Owners Certificate of Construction Completion	Acceptance Review
1-13	Developer's Warranty, Indemnification and Acceptance Agreement	Acceptance Review
1-14	As-Built Requirements - Paving and Drainage	Acceptance Review
1-15A	As-Built Stamp Registered Professional	Civil Review
1-15B	As-Built Stamp Surveyor	Civil Review
1-15C	As-Built Stamp Contractor	Civil Review
1-16	Bill of Sale	Acceptance Review
1-17	Open Space Acknowledgement Form	Civil Review
1-18A	City Construction Inspection Letter	Civil Review
1-18B	Private Construction Inspection Letter	Civil Review
1-19	Consent and Joinder Offsite Easement Form	Acceptance Review
1-20	Post Construction Warranty Amount Approval Letter	Acceptance Review
1-21	Plat Surety Bond	Acceptance Review