

ATTACHMENT 1-6  
**DEVELOPMENT SERVICES**  
**CHECK LIST FOR RECORD PLATS**

1. Title (Check for subdivisions with same name) \_\_\_\_\_  
\_\_\_\_\_  
**(Surveyor should check in advance)**
2. Caption \_\_\_\_\_
3. Adoption and Dedication \_\_\_\_\_  
Signature Witnessed by 2 Signatures
4. Notary's Statement
5. Mortgagee Dedication \_\_\_\_\_  
Signature Witnessed by 2 Signatures
6. Notary's Statement
7. Approved for the Record  
Director of Public Works \_\_\_\_\_ Date: \_\_\_\_\_
8. Clerk of Circuit Court Approval
9. Surveyor's Certificate
10. Plat Book \_\_\_\_\_ Page \_\_\_\_\_ Sheet \_\_\_\_\_ of \_\_\_\_\_
11. Scale will be shown graphically and scale value stated
12. North Arrow on all Map Sheets
13. Identification of Properties contiguous to boundaries (S/D's or unplatted section lands)
14. Check Boundary with Caption
15. P.R.M.'s (State Law - Statutes Ch. 177)
16. P.C.P.'s (State Law - Statutes Ch. 177)
17. Lot and Block Numbers (Lots to be numbered in numerical order beginning with one in each block, and blocks to be numbered in numerical order).
18. Angles of Streets (not less than 60 degrees)
19. 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.
20. Easements and Widths (Minimum 15' - 7.5 along boundary if future development is probable for contiguous lands)
21. Curve Data for curvilinear lots or street centerlines will be as stated in Ch. 177.091 (21) and (23).
22. All Dimensions including JEA easements (measurements are to be to hundredths of a foot)
23. Give basis of bearings with referenced line shown on the plat with the bearing value stated.
24. Street Names: Street name plan must be approved by Streets & Drainage Division - (630-1341) prior to submittal of plans.
25. J.E.A. Easements are dedicated to the JEA and its successors for use in its underground distribution system.
26. Irregular Boundary on any portion? Show witness line with appropriate monumentation listing complete and suitable tie-in to real boundary data.
27. STATEMENT: There may be additional restrictions that are not on this plat that may be found in the Public Records of this County (F.S. 177.091 (28)).
28. If curve tables are used, the table will apply to the map sheet that it is placed upon.
29. A vicinity map will be provided.
30. General 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.
31. If Lakes/Detention Areas/Retention Areas/Infiltration Systems etc. are part of the approved subdivisions, the plat identification, adoption, and dedication are to make reference using same language.
32. All dedicated drainage easements will be referred to as unobstructed drainage easements and stated so in the Adoption and Dedication as well as labeled as such on map sheets.
33. The surveyors name, mailing address, PLS Number, and telephone number must appear on the caption page.
34. The PSD Number and City Development Number must appear on lower right corner of caption page.