

## FINAL PLATTING REQUIREMENTS FOR ACCELA UPLOAD

***All requirements in the previous list must be received and in order.***

***In addition to the previous items, the following items must be received and approved before submitting plat to the BCC.***

1. Pdf of updated Owner & Encumbrance Report if plat is more than 6 months old before BCC meeting.
2. Pdf of approved Engineering Inspections Memo with approved Cost Estimate stating w/o maintenance, w/maintenance, performance, partial performance.
3. Original Letter of Credit or Bond if performance, partial performance, or maintenance. Risk requires 3 days to review a bond. Bond needs to be submitted at least 4 days prior to my electronic deadline to ensure they have ample time to review and approve so that I have an approved bond to meet my electronic deadline. I also have to include Risk approval as one of my attachments to the electronic agenda. If revisions or a new Surety needs to be acquired than there will be further delay for approval. We recommend that you submit the fully executed LOC/Bond as soon as possible for review. Please forward the original to the Plat Review Technician. To be delivered to Lisa Kral, 5418 Sunset Road, New Port Richey, FL 34652.
4. Original Signed and sealed engineer's Certificate of Completion if construction complete. To be delivered to Lisa Kral, 5418 Sunset Road, New Port Richey, FL 34652.
5. Pdf of Benchmark Report if Construction Complete, due before platting. When funding with a Performance Bond, due at time of bond release.
6. Pdf of 1" = 200' scale addressing map showing street names, block and lot numbers, lot lines.
7. Off-site easement documents; drainage, sanitary, water, other, if required.
8. PRM inspection, if construction not completed. All 3 inspections: PRM, PCP, and Lot Corners if Construction Complete. Please request through me. County Survey is now performing these inspections. Please note that if reinspection of any of the above is required an additional \$370 per instance will be charge.
8. Pdf of streetlight map and contract.
9. Utility AutoCAD CD set to State Plane Co-ordinates.
10. Final plat AutoCAD CD set to State Plane Co-ordinates AND final plat pages in .pdf.
11. Plat must be approved in Survey Division before mylars are printed and signed.
12. One original signed mylar (3 mils min), and one mylar copy of final approved signed plat. A pdf of the recorded plat should be available through the Clerks website to the public approximately 3 days after the Board meeting.
13. Filing fee (check made out to "Pasco County Clerk of the Circuit Court") - \$30 for page one, \$15 each additional page.

**Please note: Per Resolution 20-124 of the Board of Pasco County Commissioners, new fees have been approved effective 5/1/2020. A copy of the Resolution and new fee schedule is available on the Pasco County Survey and Mapping website.**