

Dear Surveyor:

Surveying and Mapping Division is providing you, the Surveyor, with this checklist as a guideline to assist with self-checking your plat to ensure conformity with the Florida Statutes and the Pasco County Land Development Code before submittal. As we all know, each county or municipality has their own set of rules in addition to the standard surveying rules. This is a comprehensive but not necessarily a complete checklist for submitting subdivision plats to Pasco County, Florida. Some plats may require additional information or documents not included on this list depending on your specific situation, location or product.

We also realize that not all firms are full service, offering surveying, engineering, land planning and environmental under one roof; and some items will not be your direct responsibility, but we are relying on you to be the *point of contact*. The items not pertaining to surveying should be checked as: √ required. We understand that as a surveyor you can't provide all items required for a plat to be processed from preliminary submittal to approval and recordation. Please forward a copy of the "required" items to the responsible party, be it an engineer, developer, or the owner.

By providing you with a comprehensive checklist, you may better understand the many varied items required for plat acceptance. This may result in the total review process and review time being shortened. This plat review checklist should be used in conjunction with the Supporting Data Checklist for the preliminary plat submittal package.

Please note: When planning for a Board date please keep in mind that pdf's of final approved items (plat, bond, cost estimate, joinder & consents and other items as they apply) are due to the Surveying and Mapping Plat Review Tech, Lisa Kral, by due date reflected on the Plat Review Tech Deadline schedule available on our website.

Please share this information with the Developer(s)/Owner(s) and or any other representative or interested party.

Sincerely

Alex W. Parnes PSM  
County Surveyor  
Pasco County Surveying & Mapping Division  
5418 Sunset Road  
New Port Richey, FL 34652

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.

**PASCO COUNTY, FLORIDA  
PLAT REVIEW CHECKLIST**

PLAT NAME: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ ACCEPT \_\_\_\_\_ DENY \_\_\_\_\_

**Section 1, Chapter 177 Florida Statutes**

**177.041**

**(1) Boundary Survey.** The Boundary Survey must be of the lands being platted and signed/sealed and performed and prepared under the responsible direction and supervision of a Florida licensed Surveyor. The plat and survey must be performed by and prepared by the same legal entity.

\_\_\_\_\_ provided \_\_\_\_\_ required

**(2) Title Certification.** Certification by a licensed Attorney of the lands described on the plat OR Property Information Report signed by a Title Company (see examples on page 15).

\_\_\_\_\_ provided \_\_\_\_\_ required

**177.051**

**(1) Name of Subdivision.** The "primary name" shall not be the same or so similar as to cause confusion with the identity of the subdivision. Words such as "the", "replat" or "a" may not be the first word in the primary name.

\_\_\_\_\_ provided \_\_\_\_\_ required

**(2) Replat of Subdivision.** Any change in the plat shall be labeled as "replat", Not: "amended plat", "revised plat," "corrected plat" or "resubdivision".

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**177.061**

**(1) Surveyor's Certification.** The professional surveyor preparing the plat must state that the plat was prepared under his/her direction and supervision and that the plat complies with all of the requirements of Florida Statutes Chapter 177, Part I. He must then sign and seal the plat. It must also contain the printed name and registration number of the surveyor below the statement along with printed name, address, and certificate of authorization number of the legal entity. A surveyor practicing independently must include his/her address.

\_\_\_\_\_ provided \_\_\_\_\_ required

***SURVEYOR'S CERTIFICATE***

*The undersigned, being currently licensed by the State of Florida as a Professional Surveyor and Mapper, does hereby certify that this plat was prepared under my direction and supervision, and said plat complies with all survey requirements of Chapter 177, Florida Statutes, Part I.*

*Signed and Sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

\_\_\_\_\_  
*(SIGNATURE)*

\_\_\_\_\_  
*(PRINTED NAME)*

*Florida Professional Surveyor and Mapper No. \_\_\_\_\_*

*Certificate of Authorization No. \_\_\_\_\_*

*Note: Professional Land Surveyor or Registered Land Surveyor may be substituted for Professional Surveyor and Mapper should either apply.*

**177.071**

**(1) Approval of Plat by Governing Bodies, (BCC):** Before the plat is recorded, the governing body must approve it. When a plat lies within more than one governing body, multiple plats must be prepared and each has the exclusive jurisdiction to approve within its boundaries, unless one municipality concedes jurisdiction to the other.

\_\_\_\_\_ provided \_\_\_\_\_ required

**CERTIFICATE OF APPROVAL BY THE BOARD OF COUNTY COMMISSIONERS**

*This is to certify that on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the foregoing plat was approved to be recorded by the Board of County Commissioners of Pasco County, Florida.*

\_\_\_\_\_  
*Chairman of the Board of County Commissioners*

**177.081**

**(1) Review by Professional Surveyor:** Certification by the reviewer must appear on the plat.

\_\_\_\_\_ provided \_\_\_\_\_ required

**(2) Dedication must be Executed:** The dedication must be executed by all persons, corporations, or entities. All mortgagees having a record interest in the plat shall join in and ratify the plat and consent to any dedications and/or conveyances.

\_\_\_\_\_ provided \_\_\_\_\_ required

**OWNER:** \_\_\_\_\_ (COMPANY NAME) \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)  
(OFFICER) (TYPED or PRINTED NAME)

Witness \_\_\_\_\_  
(TYPED or PRINTED NAME)

Witness \_\_\_\_\_  
(TYPED or PRINTED NAME)

**MORTGAGEE: CONSENT TO DEDICATION**

*(Bank) as Mortgagee under a certain mortgage dated \_\_\_\_\_ recorded in Official Record Book \_\_\_\_\_, Page \_\_\_\_\_ of the public records of Pasco County, Florida, hereby consents to and joins in the recording of this instrument and the dedications and conveyances shown hereon.*

\_\_\_\_\_  
(SIGNATURE)  
(OFFICER) (TYPED or PRINTED NAME)

Witness \_\_\_\_\_  
(TYPED or PRINTED NAME)

Witness \_\_\_\_\_  
(TYPED or PRINTED NAME)

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(3) Dedication to the Public:** All streets, easements, rights-of-way and public areas shown on the plat, unless otherwise stated, shall be deemed to be dedicated to the public.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**177.091**

**(1) Original Drawing:** Must be made with black permanent ink on a stable base film 0.003 inches thick, a photographic copy must be submitted with the original.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(2) Sheet Size:** The plat shall be submitted using sheets 24" x 36". Each sheet shall have a marginal line completely around each sheet having a 3-inch margin on the left side for binding purposes and a 1/2-inch margin on each of the other three sides. To provide ample space to write in the recording

information, a box 1-inch by 3-inches (1" x 3") shall be placed within the upper right marginal line. Nothing is to be placed outside the margin lines.

\_\_\_\_\_ provided \_\_\_\_\_ required

**(3) Index or Key Map and Match Lines:** When more than one sheet is used, an index or key map shall be included and each sheet must show the sheet number and the total number of sheets. The use of clearly labeled match lines of a distinct and unique line type shall be used.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(4) Letter size and Scale:** The minimum scale for plats with lots having an area of less than one acre will be 1" = 50'. Approved townhouse plats with lot widths of 25 feet or less will be required to have a scale of 1" = 40'. The scale for acreage lots shall be no less than 1" = 100'. On all plats the minimum text size will be no less than 0.08 times the scale.

\_\_\_\_\_ provided \_\_\_\_\_ required

**(5) Name of Plat:** The name of the plat shall be shown in bold block letters. The name of the subdivision, professional surveyor, or legal entity along with the mailing address must be shown on each sheet.

\_\_\_\_\_ provided \_\_\_\_\_ required

**(6) North Arrow:** A prominent north arrow shall be shown on each map sheet. The bearing reference shall be clearly stated and referenced to some well-established and monumented line.

\_\_\_\_\_ provided \_\_\_\_\_ required

**(7) Permanent Reference Monuments (PRMs):** Must be set (or found) at each corner or change in direction and may not be more than 1,400 feet apart. When inaccessible, an offset may be set within the plat boundary. The PRMs shall be shown on the plat by a symbol or designation. PRMs must be set prior to the approval of the plat.

\_\_\_\_\_ provided \_\_\_\_\_ required

**(8) Permanent Control Points (PCPs):** Shall be set on the centerline of the right-of-way at the intersection and terminus of all streets, change in direction, and no more than 1,000 feet apart. The PCPs must be set prior to expiration of the bond.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(9) Corner Monuments:** A monument shall be set at all lot corners, points of intersection and changes of direction of lines which do not require a PRM or PCP. The monuments must be set prior to the expiration of the bond.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(10) Section, Township, and Range (STR):** Shall appear immediately under the name of the plat on each sheet, along with the name of the county and state.

\_\_\_\_\_ provided \_\_\_\_\_ required

**(11) Description:** The description must be so complete that from it, without reference to the plat, the starting point and boundary can be determined.

\_\_\_\_\_ provided \_\_\_\_\_ required

**(12) Dedications and Approvals by ss. 177.071 and 177.081:** The certifications required therein by the Board of County Commissioners, County Surveyor, Owner and Mortgagee's signature must appear on the plat.

\_\_\_\_\_ provided \_\_\_\_\_ required

**(13). Clerk of the Circuit Court:** The certificate and signature by the Clerk must appear on the plat.

\_\_\_\_\_ provided \_\_\_\_\_ required

**CERTIFICATE OF THE CLERK OF CIRCUIT COURT**

*I hereby certify that the foregoing plat has been filed in the Public Records of Pasco County, Florida on this the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in Plat Book \_\_\_\_\_, Page(s) \_\_\_\_\_.*

\_\_\_\_\_  
**Nikki Alvarez-Sowles, Esq., Clerk and Comptroller**

**(14). Section and Quarter-Section Lines:** All section and quarter section lines occurring within the subdivision shall be shown with words and figures.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(15) Names of Streets:** The location, width, and names of all streets, waterways, or other rights-of-way shall be shown, as approved by the County. All street names must be approved prior to platting. The suffixes may be selected at a later date using the approved suffix list provided by the Street Addressing Department.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(16) Easements:** Location and width of proposed easements and existing easements identified in the title opinion or property information report required by s. 177.041(2) shall 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.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(17) Contiguous Properties:** All contiguous properties shall be identified by subdivision name, Plat Book and Page, or if unplatted, so designated. If it is a replat, it must be so stated in the subtitle along with the name of the subdivision being replatted and the recording reference. The most current abutting recorded instrument or recorded plat either known by the surveyor and mapper or furnished to the surveyor and mapper.

\_\_\_\_\_ provided \_\_\_\_\_ required

**(18) Lot and Block Numbering:** All lots shall be progressively numbered, or progressively in each block, and the blocks progressively numbered or lettered. The blocks may be consecutive throughout several additions. Pasco County also requires that the lot and tract identification not only be progressive but consecutive also.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(19) Survey Data:** Sufficient data shall be shown to describe the bounds of every lot, block, street and all other areas on the plat. Irregular boundaries shall be enclosed by a witness line showing complete data.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(20) Curvilinear Lot Lines:** Curvilinear lines shall show radii, arc distance, and central angles. Radial lines will be so designated and the direction of nonradial lines shall be indicated.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(21) Angle, Bearing or Azimuth:** Sufficient data shall be shown on all lines, and all bearings, angles, and azimuths shall be shown to the nearest second.

\_\_\_\_\_ provided \_\_\_\_\_ required

**(22) Street Centerlines:** The centerlines shall be shown on non-curved lines with distances and bearings, angles, or azimuths; on curved lines with arc distance, central angle and radii together with chord and chord bearing.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(23) Park and Recreation Tracts:** Such parcels shall be so designated.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(24) "Not a Part of this Plat":** All interior parcels not a part of the plat must be clearly indicated and labeled.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(25) Stated Purpose of all Areas:** All dedicated areas must have the purpose clearly stated.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(26) Curve Table:** When a curve table is used it must appear on the sheet to which it applies.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(27) "NOTICE":** A note shall be placed on the plat stating: "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.

\_\_\_\_\_ provided \_\_\_\_\_ required

**(28) Cable Television Services: There shall be a note that** all platted utility easements shall provide for construction, installation, maintenance and operation of cable television services, provided no such service interferes with the facilities of electric, telephone, gas or other public utility (FS177.091).

\_\_\_\_\_ provided          \_\_\_\_\_ required          \_\_\_\_\_ n/a

**(29) Legend:** A legend for all symbols and abbreviations shall be shown. Delete all unused items from the Legend and show all abbreviations or symbols not already shown in the Legend.

\_\_\_\_\_ provided          \_\_\_\_\_ required          \_\_\_\_\_ n/a

**177.507**

**(1) Certified Corner Record (CCR):** A current CCR for the Section Corner(s) shown or recovered by this plat. It will be necessary to file a new CCR. with the Department of Environmental Protection if the found monument is not substantially as described or the CCR. does not have State Plane Coordinates Shown.

\_\_\_\_\_ provided          \_\_\_\_\_ required          \_\_\_\_\_ n/a

**Section 2, Land Development Code, Ordinances and Rules**

**522.4**

**(8) Private Open Spaces.** Such spaces shall be accepted and maintained by the Homeowners' / Merchants' Association or the Community Development District.

\_\_\_\_\_ provided          \_\_\_\_\_ required          \_\_\_\_\_ n/a

**700.7 Standards**

**(B) Corner Lots.** Each corner lot shall be at least ten (10) feet greater in width than the minimum required for interior lots.

\_\_\_\_\_ provided          \_\_\_\_\_ required          \_\_\_\_\_ n/a

**(C) Access:** Each residential lot shall have a minimum frontage along the access street right-of-way or easement line of twenty-five (25) feet. This requirement shall not be constructed to prohibit private streets within developments. The subdivision shall be so designed that remnants and landlocked areas shall not be created, which do not have access by right-of-way easement. No lot shall be created without deficient legal access. All subdivisions shall have access to a street public or private. Access by easement is prohibited except for Minor Rural Subdivisions and internal access for "Common Plan of Development" nonresidential subdivision.

\_\_\_\_\_ provided          \_\_\_\_\_ required          \_\_\_\_\_ n/a

**(E) Double Frontage Lots.** Double frontage lots shall be approved only to separate a development from arterial, collector, and/or major local roads, or to overcome disadvantages of topography and orientation. Where double frontage lots are created, they shall all front away from the arterial, collector, and/or major local roads. The rear of the lots shall be buffered from the abutting roadway in accordance with this Code, access rights shall be dedicated to the County, and a noningress/egress easement shall be recorded on the plat. A note stating "vehicular access rights dedicated to Pasco County" shall be lettered along the right-of-way line of the plat adjacent to the lots affected. A noningress/egress easement shall be recorded on the plat.

\_\_\_\_\_ provided          \_\_\_\_\_ required          \_\_\_\_\_ n/a

**(F) Block Length.** The length of blocks shall not exceed 1,760 feet, unless approved.

\_\_\_\_\_ provided          \_\_\_\_\_ required          \_\_\_\_\_ n/a

**(CAO 08-0016) Maintained Right of Way Map.** As such time as a parcel or combination of parcels are to be subdivided into lots for sale to individual lot owners, and during the preparation of a plat, the roadway abutting said plat or providing access to same shall be required to have legal access to a street dedicated to and accepted by the Board of County Commissioners or shall be shown on a legally recorded subdivision plat.

The purpose of such legal access shall be to ensure to the individual lot owners of said plat the right of ingress and egress from said platted lots, and the extent of legal access.

Should the plat not have legal access to a dedicated and accepted roadway, the owner(s) of the lands shown on the intended plat shall be required to provide a Maintained Right-of-Way map pursuant to

chapter 95.361 of the Florida Statutes and approved by the County Surveyor, the Board of County Commissioners and recorded with the Clerk of the Circuit Court of Pasco County, Florida.

\_\_\_ provided      \_\_\_ required      \_\_\_ n/a

**700.9 Platting**

**(B)(5) Benchmarks and Report.** Pasco County requires a minimum of two (2) permanent benchmarks referenced to NAVD 1988. If plans were prepared using NGVD 1929, The benchmarks shall reference NGVD 1929 and be cross-referenced to NaVD 1988. The Benchmark Report shall show the Plat Benchmark data and the Original Benchmark data which shall consist of mark identification, description, location and elevation. The Benchmarks shall consist of a metal disk in a concrete structure such as a catch basin, curb or other permanent place within a public area or other location to be designated by the County Surveyor.

**NOTE:** The Benchmark Report shall be submitted prior to plat approval for subdivisions being platted Construction Complete or prior to bond/guarantee release for subdivisions being platted with a Performance Guarantee.

\_\_\_ provided      \_\_\_ required      \_\_\_ n/a

**700.11 Dedication**

**(C) Water and Sewer** Mandatory dedication of water and sewer facilities shall be limited to those developers connecting into or utilizing the County's utility system.

\_\_\_ provided      \_\_\_ required      \_\_\_ n/a

**902.2**

**(M)(6) Offsite Easements.** When facilities are not within a previously recorded easement, the owner/developer shall provide an easement for such utility. The easement shall contain a sketch and description certified by a registered surveyor and executed by the owner of said lands. An executed easement is required when the land(s) to which the easement encumbers is/are owned by the developer. A recorded easement is required when the land(s) to which the easement encumbers is/are owned by others. Note: Although this ordinance references drainage facilities specifically, it shall also apply to sanitary, water, force main and other utility services as required.

\_\_\_ Drainage      \_\_\_ Water      \_\_\_ Sanitary      \_\_\_ Other  
\_\_\_ provided      \_\_\_ required      \_\_\_ n/a

**905.2 Landscaping and Buffering**

**(4)(a) Buffer Easement.** Lot lines shall be screened from collector or arterial rights-of-way with a minimum of a buffer 5 feet in width as set forth in table 905.2-E.

\_\_\_ provided      \_\_\_ required      \_\_\_ n/a

**(C)(1)(a) Clear Site Triangle (CST):** Where a vehicular access way intersects a public roadway or where two public roads intersect a CST is required.

\_\_\_ provided      \_\_\_ required      \_\_\_ n/a

**1302**

**(D)(1) 55+ Communities**

One of the requirements in Section 1302.D.1. is for the County to be informed at the time of platting that the proposed development will be a 55+ community. Plat Submittals would require a copy of the recorded Covenants and Restrictions for said community and be reviewed to determine if the language of Form 1302.1-A of the LDC was correctly incorporated therein.

\_\_\_ provided      \_\_\_ required      \_\_\_ n/a

**Section 3, Developer Requirements**

**(1) Filing Fee.** Made payable to the Clerk of the Circuit Court, \$30 - 1st page, \$15 each additional page.

\_\_\_ provided      \_\_\_ required

**(2) Cost Estimate.** Must be approved and counter-signed by Pasco County Engineering Inspections.  
\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(3) Completion of Improvements Guarantee.** Ordinance 07-13, adopted 6/19/07, the guarantee may take one of the following forms:

- a) \_\_\_\_\_ Performance or Maintenance Bond (Surety).
- b) \_\_\_\_\_ Irrevocable Letter of Credit (LOC).
- c) \_\_\_\_\_ Escrow Agreement.
- d) \_\_\_\_\_ Cash bond in the form of a certified cashier's check or money order.
- e) \_\_\_\_\_ A Community Development District organized and existing pursuant to Florida Statutes Ch. 190 may submit an agreement for the certification, restriction and assurance of funds (COF). The COF shall be accompanied with a resolution by said district for said funds and an engineer's certification letter.

NOTE: Bond & Letter of Credit need to be submitted at least 3 days prior to Plat Tech's deadline to ensure they have ample time to review and obtain Risk 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.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(4) Engineer's Certification of Completion.** Projects being submitted as Construction Complete or Without Maintenance should submit an Engineer's Certification to Pasco County Engineering Inspection for approval instead of the options shown in (3) above. Once the project is deemed acceptable, a Certificate of Completion will be issued by the County.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**Note.** Please be aware of the following:

- a) The plat name, section, township and range shown on the guarantee or engineer's certification must be exactly the same as shown on the plat.
- b) The printed name and title of the executing parties shall appear below their signatures or the surety will be unaccepted and returned. All signatures must be notarized.

**Note: Please make sure that the notary stamp and signature are legible. If they are not, the Clerk's Office may not record your plat.**

c) Pasco County will no longer require that surety bonds be counter-signed by a Florida agent. However, the agent issuing the bond must be a Florida licensed non-resident.

d) Letters of Credit must to be drawn on a west central Florida bank (100 mile radius of Pasco County) made payable to Pasco County for a term of 18 months, signed by a Vice President or President, and all signatures notarized.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

#### **Section 4. County Survey Requirements**

**(1) Pasco County Primary Horizontal Control Network:** If a Pasco County PHCN GPS point is located within the boundary of the site or within 50 feet of the same, the point shall be re-established using GPS methods and "Blue Booked" prior to the issuance of any Building Permits or the recording of any plat. Proof of the said Blue Booking shall be submitted to the County Surveyor prior to the issuance of the said permit or the recording of the said plat. If it is discovered that the said point has been destroyed by construction, then the owner(s) / developer(s) of the land will be responsible for payment to Pasco County in the amount of \$5,000.00 each.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(2) Title Commitment:** The Boundary Survey shall be prepared with the benefit of a title commitment. It must show any and all encumbrances of record. The agency, file number and date of the title commitment shall be shown in the survey notes or survey report.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(3) Bearing Reference:** The bearings shown in the description and on the survey map must be grid and based on state plane coordinate values as required by Pasco County Ordinance 06-03, adopted by the



Board of County Commissioners February 28, 2006. The bearing note shall be referenced to a well-established and monumented line.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(4) Survey Description:** The description on the survey is consistent with the boundary map, plat description, the plat map and the Title Commitment.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(5) Survey Limits:** The survey shall be of the same area as the lands being platted.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(6) Required Data:** The survey contains the signature, printed name, Florida license number, seal and Certificate of Authorization number of the surveyor in responsible charge.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(7) Boundary Monumentation:** The boundary monumentation is set in accordance with the Standards of Practice as set forth in FS Chapter 472 and FAC 5J17.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(8) PRM Inspection**

Must be completed and approved prior to final review of plat by the County Attorney.

\_\_\_\_\_ acknowledged

**Section 5, Homeowners' / Merchants' Association**

**(1) Association Documents:** Submit a set of Covenants, Conditions and Restrictions (CCRs), Articles of Incorporation and By Laws. The approved association documents must be recorded in the Pasco County Clerk's office before the plat is submitted to the BCC for approval.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(2) SWFWMD: Specific Conditions.** The covenants must contain the exact language as indicated in said permit. Indicate the location of Condition numbers in the CCRs or, provide Pasco County with amended and recorded CCRs including said items. The three most common conditions are:

*a) No owner of the property within the development may construct or maintain any building, residence, or structure, or undertake or perform any activity in the wetlands, buffer areas, and upland conservation areas described in the approved plan or record plat unless prior approval is received from the SWFWMD pursuant to environmental resource permitting.*

*b) No owner of the property within the development may construct or maintain any building, residence, or structure, or undertake or perform any activity within the 100-year floodplain described in the approved plan and/or record plat of the subdivision unless prior approval is received from the SWFWMD pursuant to environmental resource permitting.*

*c) No owner of the property may undertake any roadway improvements within this development unless prior written authorization or notification of exemption is received from the SWFWMD pursuant to environmental resource permitting.*

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(3) Chapter 163.04 F.S. ENERGY DEVICES:** The CCRs shall not prohibit or have the effect of prohibiting solar collectors, clotheslines, or other energy devices from being installed on buildings, erected on the lots or parcels. This is in direct violation with Florida Statutes, based on renewable resources.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(4) Americans with Disabilities Act:** Remove that portion of the Article or Section from the CCRs pertaining to clotheslines being "disassembled by the owner within one (1) minute." That statement could be discriminatory to age and physically challenged persons and would not be approved by the ADA.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(5) Phasing.** Provide a copy of the recorded amendment to the association documents annexing additional phases into the association.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(6) Letter of Good Standing.** Submit verification that the corporation for the association is in “Good Standing” with the Florida Department of State with a copy of either the letter or the document from the Secretary of State.

\_\_\_\_ provided      \_\_\_\_ required      \_\_\_\_ n/a

### **Section 6, Construction Plans Requirements**

**(1) Construction Plan Approval Letter and Memo.** A copy of the Pasco County Development Review Division Construction Plan Approval letter and corresponding memo are supplied. The plat will **NOT** be reviewed if the construction plans have not been approved by the Development Review Committee (DRC) or the Development Review Department (DRD). The memo lists the stipulations and conditions required.

\_\_\_\_ provided      \_\_\_\_ required      \_\_\_\_ n/a

**(2) Level of Service/Certificate of Concurrence.** A copy of the current Level of Service issued with the Preliminary Plan approval. If the LOS has expired, a copy of the LOS renewal request unless it is Exempt.

\_\_\_\_ provided      \_\_\_\_ required      \_\_\_\_ n/a

**(3) Right-of-Way Preservation Ordinance.** The County Attorney’s Office desires all additional rights-of-way pursuant to the Ordinance to be conveyed to the County in the form of Perpetual Easement or Fee Simple Deed. The Perpetual Easement or Deed shall be submitted to the Real Estate Division prior to plat approval. This recommendation does not affect interior public roadways; they will continue to be conveyed by plat dedication.

\_\_\_\_ provided      \_\_\_\_ required      \_\_\_\_ n/a

To obtain the approved documents for such conveyance please contact:

Timothy Bowers  
Real Property & Planning Manager  
Real Property & Planning Division  
7220 Osteen Road  
New Port Richey, FL 34653  
(727) 847-8138

**(4) Private Utility Company Acceptance Letter.** In the event Pasco County Utilities is not serving the project and a private utility company is accepting the water and/or sewer lines for maintenance, provide an acceptance letter from said utility.

\_\_\_\_ provided      \_\_\_\_ required      \_\_\_\_ n/a

### **Section 7, SWFWMD**

**(1) Wetland Conservation Area.** The Pasco County Attorney’s Office sent a letter to the Surveying and Mapping Division entitled “Standard Conditions for all Wetlands not within Critical Linkages” (dated 6/1/05), which states that the wetlands are to be labeled “Wetland Conservation Area”. This would include the wetland and the associated wetland buffer.

\_\_\_\_ provided      \_\_\_\_ required      \_\_\_\_ n/a

**(2) Wetland Jurisdictional Line.** The Jurisdictional Line as agreed upon by SWFWMD and/or the Army Corps of Engineers is labeled with bearing and distance. An annotated reference tie line shall be shown when the JD Line does not intersect a previously annotated line.

\_\_\_\_ provided      \_\_\_\_ required      \_\_\_\_ n/a

**(3) Wetland Tracts.** All wetlands, unless exempted by the Pasco County Land Development Code (PCLDC) shall be platted as tracts and shall be deeded or dedicated to a mandatory homeowners’ association, merchants’ association or Community Development District for ownership and maintenance.

\_\_\_\_ provided      \_\_\_\_ required      \_\_\_\_ n/a

**(4) Wetland Conservation Note.** All plats submitted to Pasco County where wetlands are present shall include this note:

*Wetland Conservation Areas as shown hereon may be subject to certain restrictions found in: Pasco County Land Development Code, Southwest Florida Water Management District*

(SWFWMD.) Environmental Resource Permit, and/or the United States Army Corps of Engineers (C.O.E.) Permit.

\_\_\_\_\_ provided                      \_\_\_\_\_ required                      \_\_\_\_\_ n/a

### **Section 8, Plat Drawing**

**(1) Lot Corner Monumentation.** Pasco County is integrating the digital plat submittals into the Property Appraisers Site and the County GIS Map. Plats should not contain Lot Corner Monumentation symbols that create non-intersecting lot lines. Lot corner symbols (if used) should be placed on a separate layer allowing them to be turned off for mapping purposes. It is preferred that NO lot corners be shown but instead use a Lot Corner Note similar to the one shown below.

*A (rod or pipe with cap and/or nail and disk) inscribed with (name and number) shall be set at each lot corner, points of intersection and changes of direction of lines within the subdivision as required by Chapter 177 of the Florida Statutes within the time allotted in s. 177.091(9).*

\_\_\_\_\_ provided                      \_\_\_\_\_ required                      \_\_\_\_\_ n/a

**(2) Grid Bearings.** The bearings shown on the plat are based on state plane coordinate values pursuant to Ordinance 06-03, adopted by the Board on February 28, 2006, revising Land Development Code 306.10.

\_\_\_\_\_ provided                      \_\_\_\_\_ required                      \_\_\_\_\_ n/a

\_\_\_\_\_ provided                      \_\_\_\_\_ required                      \_\_\_\_\_ n/a

**(3) Tic-Marks.** Unless monumentation occurs at the ends of curved lines or intersecting straight lines that appear almost straight tic-marks shall be shown.

\_\_\_\_\_ provided                      \_\_\_\_\_ required                      \_\_\_\_\_ n/a

**(4) Tracts.** The Tracts are divided into different areas such as Wetland Conservation Area, Drainage Area and Common Area. It is preferred that those major areas be labeled as "Areas" rather than easements. However, there are other purposes found within these areas such as Access and/or Utility which would be delineated and labeled as an Easement. We are trying to standardize our plat language and your attention to this would be appreciated.

\_\_\_\_\_ provided                      \_\_\_\_\_ required                      \_\_\_\_\_ n/a

**(5) Plan Conformance.** The plat shall be in substantial conformance with the approved DRC or DRD preliminary plan and construction plan, SWFWMD plan and conditions thereof.

\_\_\_\_\_ provided                      \_\_\_\_\_ required                      \_\_\_\_\_ n/a

**(6) Lot and Tract lines.** All plat boundary, tract and lot lines should be a continuous line type. The plat boundary line should have the heaviest line weight. Easements and centerlines should be an open line type and have lighter line weights.

\_\_\_\_\_ provided                      \_\_\_\_\_ required

**(7) Section Line – Plat Boundary Line Ties.** Label with bearing and distance the tie from the intersection of section and/or quarter-section lines to the nearest plat boundary PRM.

\_\_\_\_\_ provided                      \_\_\_\_\_ required                      \_\_\_\_\_ n/a

**(8) Pump Stations.** Pump Stations (Lift Stations) to be dedicated to the County shall be record platted as tracts. The minimum size of said tracts shall be 30 feet by 30 feet.

\_\_\_\_\_ provided                      \_\_\_\_\_ required                      \_\_\_\_\_ n/a

**(9) State Plane Coordinates.** Two unique and/or independent corners (PRMs) on the boundary of the subdivision plat shall have State Plane coordinates noted on them. Include this standard state plane coordinate note on all plats submitted to Pasco County:

*"The coordinate values shown hereon are based on the Pasco County Primary Horizontal Control Network and were established to Pasco County Surveying and Mapping accepted methods and procedures for establishment of horizontal surveying control, and/or approved by the County Surveyor.*

\_\_\_\_\_ provided                      \_\_\_\_\_ required                      \_\_\_\_\_ n/a

**(10) Ingress/Egress Easements.** A minimum 15-foot Ingress/Egress Easement is required to access land locked tracts.

\_\_\_\_\_ provided                      \_\_\_\_\_ required                      \_\_\_\_\_ n/a

**(11) Rights-of-Way.** Show and label the half right-of-way dimensions at several places along the R/W, at changes in width and at termination. The recorded documentation for rights-of-way adjacent to the plat shall be so noted.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(12) Neighborhood Parks.** All recreational areas shall be record platted as tracts and conveyed to a mandatory Homeowners' Association or another entity other than Pasco County. Include the Park Tract designation(s) and to whom it/they will be conveyed to in the Dedication. The land provided for use as Neighborhood Park(s) (NP) shall be developable uplands exclusive of required setbacks from wetland or environmental areas and shall not contain any restrictions or encumbrances that prevent its use as a NP. In addition, the following uses/land areas shall not be considered part of the required NP land: 1) clubhouses, 2) floodplain mitigation areas, 3) drainage/stormwater detention areas (except for said areas used solely for permitted NP amenities), 4) parking areas (except for parking areas required to satisfy minimum parking requirements for permitted NP amenities), 5) landscape easements, and 6) sidewalks and bike/multimodal paths satisfying requirements of the LDC. (PCLDC 905.1F)

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(13) T-Type Turnaround Easements.** Temporary "T-Type Turnaround" Easements are required on dead-end roadway stubs.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(14) Point of Commencement.** The POC shall be labeled.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(15) Point of Beginning.** The POB shall be labeled.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(16) Plat CD.** The AutoCAD plat CD of the final approved version of the plat should be in model space (one overall drawing) and on state plane coordinates. Also include all sheets of the plat.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(17) Cover Sheet.** The cover sheet should be set-up with a two or three column format reading down the column and across the page. The Description should be at the upper left followed in column format by the Certificate of Ownership and Dedication, Owner's Acknowledgement, Mortgagee, Mortgagee's Acknowledgement, Community Development District's Acceptance, District's Acknowledgement, HOA Acceptance, HOA Acknowledgement (if applicable), Title Certificate, Review by County Surveyor, Board's Certificate, Clerk's Certificate and the Surveyor's Certificate.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(18) Minimum Easement Width.** In no case shall the total minimum easement width be less than five (5) feet.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

### **Section 9, Description and Dedication**

**(1) Description.** The description on the plat is consistent with the plat map, survey boundary description and the survey boundary map. The primary plat description shall consist of a metes and bounds type description. However, an "also known as" description may accompany the primary one. If this is a replat of a portion of an existing recorded plat a metes and bounds description may not be necessary.

\_\_\_\_\_ provided \_\_\_\_\_ required

**(2) Perpetual Easement for Private Roads.** The dedication shall provide for a perpetual easement to Pasco County:

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(3) Perpetual Easement for Commercial Areas.** The dedication shall provide for a perpetual easement to Pasco County over parking areas and drive isles as follows:

*Owner does further grant, convey and dedicate to Pasco County, Florida, a perpetual easement over all private access easements and parking areas for any and all governmental purposes incidental thereto.*

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a

**(4) Tracts "I" and "O".** Pasco County Property Appraiser's Office does not allow tract names with "I" and "O" as they are easily confused with the numbers 1 (one) and 0 (zero).

\_\_\_\_\_ complied \_\_\_\_\_ n/a  
**(5) Tracts. NOTE:** Only governmental agencies such as city, county and community development districts (a form of quasi-government) are eligible for dedicated lands.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a  
**(6) Neighborhood Parks.** The land provided for use as neighborhood parks shall be developable uplands exclusive of required setbacks from wetland or environmental areas and shall not contain any restrictions or encumbrances that prevent its use as a neighborhood park.

*Owner does further grant, convey and dedicate Tract "NP" (Neighborhood Park) as shown and depicted hereon to the "Name of District" (the "District") or "Name of Association" (the "Association"), said District / Association shall be responsible for maintenance thereof. Said tract shall be for the benefit of the individual lot owners, tenants and their assigns.*

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a  
**(7) Lift Station Tracts.** The dedication language for pump stations shall be shown in the dedication:

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a  
**(8) Flow-Through Easement.** The dedication language for Flow-Through Easement shall be shown in the dedication.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a  
**(9) Unapproved Language.** Dedication paragraphs shall not include the following phrase or phrases similar to this:

*"(tracts). . .shall initially be privately owned and maintained by the undersigned and subsequent to the filing of this plat the undersigned's or the District's reserved interest in these utility improvements and facilities shall . . ."*

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a  
**(10) Intention.** Some forms of the dedication included the phrase, "It is the intention of the owner of the lands described above that . . .", the County Attorney's Office would like the word "intention" removed from the dedication. Intention is not an assurance the work will be completed.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a  
**(11) As-Built Plans.** Some older forms of the dedication may have included the phrase, "and shown on the as-built plans filed with the County for such lands". The County Attorney's Office has requested this phrase be removed from plat Dedications.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a  
**(12) Private.** The Dedication should not include the word "private" with respect to its use with easements and government. Example: Tracts "A" and "B" (containing Private Drainage Areas).

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a  
**(13) Utility Reservation.** Include this paragraph in the Dedication:  
*Reserve unto itself, its respective heirs, successors, assigns or legal representatives a non-exclusive easement in common with others located within the Utility Easement over and across the front of all lots on the Plat. Said non-exclusive easement is for the installation, operation and maintenance and/or replacement of communication lines including but not limited to cable television, internet access, telecommunications and bulk telecommunication services to the extent consistent with s. 177.091(28);*

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a  
**(14) Owner.** The signing person for the Owner must be a President or Vice President. The owner's name and title shall be printed below the signature or authority to sign or resolution included with plat submittal for person signing.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a  
**(15) Dates.** All dates shown thereon shall be for the current year or leave blank \_\_\_\_\_.

\_\_\_\_\_ provided \_\_\_\_\_ required \_\_\_\_\_ n/a  
**(16) Community Development District.** In order for the District to formally accept those certain tracts being dedicated to them a signature block shall be included along with two witness signatures and an acknowledgement.

**Section 10, Plat Details**

**(1) Permanent Control Point Detail.** Show the PCP detail per the Pasco County web site. In the PCP detail the disks shown as reference points should be imprinted with the company's LB number and not "PCP". A PCP disk should only be placed at the actual PCP location.

\_\_\_\_\_ provided          \_\_\_\_\_ required          \_\_\_\_\_ n/a

**(2) Clear Sight Triangle.** Show the CST detail per the Pasco County web site.

\_\_\_\_\_ provided          \_\_\_\_\_ required          \_\_\_\_\_ n/a

### Section 11, Signature of Reviewer

**Plats will not be accepted for review unless accompanied by a completed and signed form of this plat review checklist.**

This Plat Review Checklist is for informational purposes only and should not be considered to be a full and complete plat review. For additional information please refer to Florida Statutes Chapters 177 and 163, Florida Administrative Code 61G17, Pasco County Land Development Code, Development Review Memo stipulations, Growth Management and Zoning Petition conditions, Southwest Florida Water Management District permit, Army Corps of Engineers permit, Environmental Resource permit, Pasco County Resolutions, Ordinances and Rules.

The undersigned does hereby acknowledge that the accompanying plat was prepared under my direction and supervision and reviewed by me.

Signature of Reviewing Surveyor: \_\_\_\_\_ Date: \_\_\_\_\_

Pasco County, Surveying and Mapping Division, Plat Review Checklist  
FCP-4/22/2008-Version 2

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**Revisions:**

5/8/08 - Ordinance 06-03, (1) Benchmarks and Report

5/8/08 - Section 9, Description and Dedication, (8) Tracts I and O

5/8/08 - Section 9, Description and Dedication, (9) Tracts, B-Conveyed by Separate Instrument

7/13/13 – (2) Title Certification

6/14/14- 177.091 (2) Sheet size

2/27/18 – Multiple revisions throughout

10/3/19 - Multiple revisions throughout

11/3/2020 – Page 7 (addition of LDC 1302) and Page 9 (addition of PRM requirement)

