



## City of Greenacres Final Plat Requirements and Checklist

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### Submission of Final Plat and Construction Plans for Review

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While the approval of the site and development plan is in effect, and prior to construction, the applicant shall submit the final plat and plans for approval. The final plat and plans shall conform essentially to the site plan as approved. Prior to submittal for final plat, an optional pre-submission conference may be requested in accord with Section 12-43.

The application for final plat approval shall be submitted to the Planning and Engineering Department and shall include the following:

- Completed Application (*signed by Owner & Applicant*)
  - Review fee.
  - Warranty Deed and Title Certification.
  - Seven (7) initial copies of final plat.
  - Seven (7) initial copies of construction plans and specifications.
  - Engineering reports and calculations.
  - Construction cost estimate.
  - Three (3) copies of Contract for Construction of Required Improvements (*if required*).
  - Surety for Required Improvements (*if required*).
  - Permits from Agencies having jurisdiction.
  - Appraisal and Sales Contract.
  - Land Dedication or Cash in Lieu.
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### 1. Final Plat Requirements

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The final plat shall be prepared by a land surveyor registered in the State of Florida and shall meet the requirements of Chapter 177 Florida Statutes. The final plat shall be clearly and legibly drawn on mylar to the same scale as the site plan of not more than one hundred (100) feet to the inch on sheets measuring twenty-four (24) inches by thirty-six (36) inches. The plat shall include all the items outlined in Chapter 177 Florida Statutes and the following:

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**Items**

**Submitted**

**Yes No N/A 1. Final Plat Requirements**

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- a. Name of proposed subdivision. The name shall not duplicate or closely approximate the name of any other subdivision recorded in the Public Records of Palm Beach County
  
- b. Location sketch, showing the plat in relation to nearby streets and to City limits.
  
- c. Date, north arrow and scale.
  
- d. Legal description of the property being platted
  
- e. A copy of the title documentation that was used to create the plat. The title documentation may be either a title certificate, title commitment, title insurance, or an attorney's opinion of title, and shall include a legal description that matches the plat; the date through which the public records were searched; the names of all owners of record; the names of all mortgage holders of record and if there are no mortgages, it shall so state; a listing of all easements and rights-of-ways lying within the plat boundaries and if there are none, it shall so state; a listing of all easements and rights-of-ways of record which abut the plat boundaries and are necessary for legal access to the plat and if there are none, it shall so state.
  
- f. Boundary line of the parcel to be subdivided, drawn accurately to scale, labeled as "limit of plat", and with accurate linear and angular dimensions, in conformance with the legal description of the parcel.
  
- g. Location and name of adjacent subdivisions, including plat book and page, the depiction of adjacent parcels, lots, easements and rights of way and the instrument of record labeled.

- ○ ○ h. All existing streets and alleys on or adjacent to the tract, including name, classification, and right-of-way width. Existing streets shall be dimensioned to tract boundaries.
  
- ○ ○ i. Name of subdivider and address.
  
- ○ ○ j. Name, address, and seal of registered surveyor responsible for the plat and accepted data.
  
- ○ ○ k. All existing property lines, easements, and rights-of-way within the plat, the purpose for which the easements or rights-of-way have been established and the instrument of record labeled.
  
- ○ ○ l. Location, width and dimensions of all proposed streets, alleys, rights-of-way and easements, indicating purpose of easements, including an indication of the purpose of each easement. Proposed names of streets (including approval by Palm Beach County) and addressing scheme (consistent with countywide numbering grid).
  
- ○ ○ m. Proposed lot lines or parcels with dimensions.
  
- ○ ○ n. The developer shall indicate vacation of existing right-of-way within the subdivision if vacation of existing right-of-way within the subdivision is necessary for recording of new plat.
  
- ○ ○ o. Parcels, if any, to be reserved or dedicated for parks, playgrounds or other public uses with dimensions.
  
- ○ ○ p. Parcels, if any, for multiple-family dwelling, shopping center, house of worship, industry or other nonpublic use exclusive of single-family residential uses, with dimensions.

- ○ ○ q. Parcel data, in tabular form, including total area of the plat, number/letter designations and areas of residential lots, parcels, areas in parks, right-of-way dedications and other uses. These areas will be depicted in square feet (rounded to the nearest foot) and acreage (rounded to the nearest thousandth of an acre).
- ○ ○ r. Dedications - The purpose of all reserved areas shown on the plat shall be defined in the dedication on the plat. All areas reserved for use by the residents of the subdivision shall be so dedicated and all areas reserved for public use, such as parks, rights-of-way for roads, streets or alleys, however the same may be designated shall be dedicated to a particular public agency. Easements for utilities, rights-of-way and easements for drainage purposes and any other area, however designated, shall be dedicated by the owner of the land at the time the plat is recorded
- ○ ○ s. Mortgagee's Consent and Approval - All mortgages along with the Mortgagee's Consent and Approval of the dedication shall be required on all plats where mortgages encumber the land to be platted. The signature(s) of the mortgagee or mortgagees, as the case may be, must be witnessed and the execution must be acknowledged. In case the mortgagee is a corporation, the consent and approval shall be signed on behalf of the corporation by the president or vice president and the secretary or an assistant secretary, respectively, by and with the authority of the Board of Directors as evidenced by a resolution adopted thereby.
- ○ ○ t. Certification of Surveyor - The plat shall contain the signature, registration number and official seal of the land surveyor, certifying that the plat is a true and correct representation of the land surveyed under his responsible direction and supervision and that the survey data compiled and shown on the plat complies with all the requirements of Chapter 177, Florida Statutes, as amended, and this Ordinance. The certification shall also state that Permanent Reference Monuments (PRMs) have been set in compliance with Chapter 177, Florida Statutes, as amended, and this Ordinance, and the Permanent Control Points (PCPs) will be set under the direction and supervision of the surveyor within one year from the date the plat was recorded. When plats are recorded and improvements are to be accomplished under surety posted as provided for by this Chapter, the required improvements and surety shall include PCPs.

- ○ ○ u. Certification of Title - Title certification shall be contained on the face or first page of the plat. The title certificate shall state:
  1. That the lands as described and shown on the plat are in the name, and apparent record-title is held by the person, persons, or organizations executing the dedication;
  2. That all taxes have been paid on said lands as required by 197.051, Florida Statutes, as amended; and;
  3. All mortgages on the land and their official record book and page number. The title certification must be an opinion of an attorney-at-law licensed in Florida, or the certification of an abstractor or a title insurance company licensed in Florida.

- ○ ○ v. Instrument Prepared by - The name and address of the natural person who prepared the plat shall be contained on the plat as required by Chapter 695.24, Florida Statutes, as amended. The name and address shall be in statement form consisting of the words,

“This instrument was prepared by

\_\_\_\_\_ Name

\_\_\_\_\_ Address

- ○ ○ w. Survey Submittal – Chapter 177.041(1), Florida Statutes, requires a boundary survey to accompany the plat at time of submittal. In addition to the boundary, this survey shall depict the following:
  - a. All existing watercourses, drainage ditches, canals and bodies of water on or adjacent to the proposed subdivision.
  - b. All existing improvements on the proposed subdivision and all existing sewers, water mains, culverts, fire hydrants, underground or aboveground utilities on or adjacent to the proposed subdivision.
  - c. All easements and rights-of-way within the site a shown in the title documentation and all adjacent improvements.

- ○ ○ x. Plat review – In accordance with Chapter 177.081(1), Florida Statutes, the Plat will be reviewed for conformity with said Chapter 177 by a Professional Surveyor or Mapper either employed by or under contract to the City of Greenacres. The following certification shall be placed on the first page of the plat:

It is hereby certified that the undersigned Professional Surveyor for the City of Greenacres and duly licensed in the State of Florida has reviewed the Plat for conformity with the requirements of Chapter 177, Florida Statutes.

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

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## **2. Construction Plan Requirements**

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All construction plans and supporting documents submitted to the City for review and approval shall bear the date, seal and signature of the Project Engineer responsible for the Development.

Copies of the final subdivision plans and specifications for paving, drainage, utility systems and other improvements, shall be submitted and approved prior to the commencement of construction. The plans shall be drawn to the same scale as the final plat and/or site plan on sheets measuring twenty-four (24) inches by thirty six (36) inches and shall include the following:

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**Items****Submitted****Yes No N/A 2. Construction Plan Requirements**

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- a. Profiles showing existing and proposed elevations along center lines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the center line of the existing road or roads within one hundred (100) feet of the intersection, shall be shown. Radii of all curves, lengths of tangents, and central angles on all streets shall be shown.
  
- b. Plans and profiles showing the locations and typical cross-section of street pavements including curbs and gutters, sidewalks, drainage easements, rights-of-way, manholes, and catch basins; the locations of street trees, street lighting standards, and street signs; the location, size, and invert elevations of existing and proposed sanitary sewers, stormwater drains, and fire hydrants, showing connection to any existing or proposed utility systems; and exact location and size of all water, gas, or other underground utilities or structures.
  
- c. Location, size, elevation, and other appropriate descriptions of any existing facilities or utilities, including, but not limited to, existing streets, sewers, drains, water mains, easements, water bodies, streams, and other pertinent features. The water elevations of adjoining lakes or canals at the date of the survey, and the high-and-low-water elevations of such lakes or canals. All elevations shall be referred to the N.G.V.D. plane.
  
- d. All specifications and references required by the City's construction standards and specifications, including a site grading plan for the entire subdivision and lot grading.
  
- e. Engineering calculations in support of proposed plans along with specifications for paving, drainage, utility system and other improvements
  
- f. Water distribution system and sanitary sewage facilities plans and details approved by the County's Health Department.

- ○ ○ g. Stormwater management facilities plans and details as approved by and in accordance with the requirements of the Lake Worth Drainage District and the South Florida Water Management District
  
- ○ ○ h. Soil profiles, prepared under the supervision of a Geotechnical Engineer, including, but not limited to, the following minimum requirements:
  - 1. Soil borings at a maximum interval of 500 feet along street centerlines. The minimum depth of boring shall be five (5) feet below profile grade or two (2) feet below the storm sewer or sanitary sewer, whichever is greater. Not less than two (2) borings shall be taken per street.
  - 2. AASHTO Soils Classification.
  - 3. Hydraulic Conductivity.
  - 4. Determination of water table elevation (24 hour test) and anticipated high wet season water table.
  
- ○ ○ i. Permits from all agencies having jurisdiction including, but not limited to, SFWMD, LWDD, PBC Water Utilities Department, PBC Health Department, FDOT, and PBC Land Development Division.

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### **3. Construction Cost Estimate**

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- ○ ○ A construction cost estimate shall be submitted providing the estimated cost of installing all improvements. Such estimates shall be prepared by the Project Engineer and shall be based upon recent bid information. As an alternative, bids of two (2) reputable contractors or a copy of an executed contract for the installation of the improvements may be submitted.



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**Items**

**Submitted**

**Yes No N/A 4. Contract and Surety for Improvements**

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- a. A contract executed in 3 copies between the City and Developer for the construction of the required improvements (grading, drainage, paving, signing and marking, and sidewalks) shall be submitted in the form required by the City.
  
- b. Guarantees of one hundred ten percent (110%) of the amount of the required improvements shall be given to the City for the required improvements. Said guarantee shall be in the form of a performance bond issued by a recognized surety company licensed to do business in Florida, cash, or irrevocable bank letter of credit approved by the City.

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**5. Deed Restrictions**

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- The developer shall provide one (1) copy of all deed restrictions affecting the subdivision, and any proposed homeowner's association documents.

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**6. Property Appraisal**

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- The developer shall submit a property appraisal prepared by a certified appraiser to determine the value of the land on a per acre basis to be used in calculating the City land dedication fees. A copy of the most recent sale contract may also be required if not available in the public record.

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## 7. Land Dedication

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- ○ ○ Required Recreation and Government Services Land Dedication or Cash in Lieu shall be as determined by the City in accord with Chapter 12, Article IV of the Code and shall be provided prior to placement on the City Council agenda.

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## 8. Pollution Prevention Plan

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- ○ ○ In accord with the requirements of the National Pollution Discharge Elimination System (*NPDES*), a Storm Water Pollution Prevention Plan, Owner/Operator Certification, and Notice of Intent shall be submitted and accepted by the City prior to the issuance of building permits. (*Required for property one (1) acre or more*).

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## Final Plat General Procedure

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- a. After receipt of a complete application, the plat and plans will be reviewed by the Planning and Engineering Department. Upon completion of the review, all comments provided must be addressed by the applicant prior to placement of the plat on the City Council's Agenda for approval. Upon notification of technical compliance, the applicant must provide the signed mylar plat, four (4) 24" x 36" paper copies and one (1) 11" x 17" copy of the plat for the City Council's Agenda.
- b. When the final plat is approved by the City Council, it shall be signed in the spaces provided by the City Engineer, the City Manager, and the Mayor, and be attested to by the City Clerk and affixed with the City seal.
- c. The Subdivider shall file a true copy of the plat, as approved, with the Clerk of the Circuit Court of Palm Beach County, Florida. One copy of the recorded final plat shall be provided, in mylar form, to the City of Greenacres and shall be maintained as permanent record along with one (1) recorded copy of the plat in paper form. No development permit shall be issued until the final plat has been recorded with the Clerk of the Circuit Court of Palm Beach County. Certificates of Occupancy shall not

be issued until all required improvements have been installed and accepted or contract and surety are in force

- d. If any of the areas shown on the plat are dedicated to the City of Greenacres, the City Council shall pass a resolution accepting the dedication and assuming the maintenance obligations upon completion of construction and approval by the City.
- e. Upon completion of the improvements, the subdivider shall provide, at his or her expense, a one (1) year maintenance bond on all required improvements in a form acceptable to the City. The amount of the bond shall be 10% of the original construction guarantee amount. After one (1) year, the site shall be inspected and noted deficiencies of the civil engineering improvements shall be repaired at the developer's expense. In the event of the developer's default, the City shall utilize the bond to have the repairs made.
- f. Any change in a recorded plat shall be made in accordance with Chapter 177, Florida Statutes.
- g. The vacation of any recorded plat shall be made in accordance with Chapter 177, Florida Statutes.