



TAYLOR COUNTY BUILDING & PLANNING DEPARTMENT

Final Plat Checklist

Project Name: _____

- _____ - 1. 24 inch wide x 36 inch length sheet size.
- _____ - 2. Marginal line around each sheet.
- _____ - 3. Minimum 3 inch margin on left side.
- _____ - 4. Minimum 1/2 inch margin on remaining edges.
- _____ - 5. Total number of sheets indicated (for multiple sheets).
- _____ - 6. Match lines showing where sheets adjoin (for multiple sheets).
- _____ - 7. Scale of one inch = 100 feet (unless otherwise approved by Planning Director).
- _____ - 8. Scale stated and graphically illustrated on each sheet.
- _____ - 9. Name of plat in bold letters on each sheet.
- _____ - 10. Prominent north arrow on each sheet showing subdivided lands.
- _____ - 11. Description of lands subdivided (must match title certification).
- _____ - 12. Location and name of all streets.
- _____ - 13. Location of waterways, rights-of-way and easements shown and labeled.
- _____ - 14. Contiguous platted properties identified by subdivision title, book & page number.
- _____ - 15. Contiguous un-platted properties designated.
- _____ - 16. Lots designated by progressive numbers within each block.
- _____ - 17. Blocks designated by progressive numbers or letters.
- _____ - 18. Survey description of the bounds of every lot, block, street, easement and all other areas.
- _____ - 19. Survey dimensions shown to a minimum hundredth of foot.
- _____ - 20. Bearings of deflection angles, radii, arcs and central angles of curves given to nearest second (measurements referring to horizontal plane).
- _____ - 21. Municipal, County, or U. S. Government lot lines shown (when available).
- _____ - 22. Street centerlines showing angles of deflection, radii, lengths of arcs and degrees of curvature with basis of curve data shown (Curve data may be tabular).
- _____ - 23. Section and quarter lines within plat identified.
- _____ - 24. Point of beginning indicated with all bearings and distances of boundary lines with initial point tied to nearest established corner.
- _____ - 25. Title certification on plat showing applicant as owner.
- _____ - 26. Owner statement on plat to dedicate all rights-of-way, easements and public sites for which they are intended.
- _____ - 27. Surveyor certification of authority number, name and address.
- _____ - 28. Second Surveyor certification.
- _____ - 29. Following statement: "Notice, there may be additional restrictions that are not recorded in this plat but may be found in the public records of Taylor County".

30. Signature block for the following:

- _____ - a. County attorney
- _____ - b. County Engineer
- _____ - c. County Commission Chairman
- _____ - d. Clerk of Court
- _____ - e. Surveyor preparing plat
- _____ - f. 2nd Surveyor reviewing plat
- _____ - g. Abstractor
- _____ - h. Property Owner(s)

Minimum submittal requirements of three full size plats and 1 – 11” x 17” copy.

Final plat shall be an original drawing with black permanent ink, or varitype process on good grade linen tracing cloth, or stable base film a minimum of .003 inch thick, coated with suitable plastic material to assure permanent legibility, or stable base film made by photographic processes from film scribing tested for residual hypo-solution.

If the proposed development includes creation of a special taxing unit (MSBU), provide a detailed itemization of the annual maintenance and/or construction costs of the public facilities within the development. Costs shall be reduced to a per lot basis. Authority: 42-858.

Creation of a Municipal Service Benefit Unit (MSBU) requires that all deeds state “this property is subject to a special municipal benefit unit for the maintenance of roads within the subdivision”.

Approved Surface water permit, or exemption, from the Suwannee River Water Management District (SRWMD) must be submitted prior to final plat approval.

Restrictive covenants must be submitted for review prior to final plat approval