



# City of Auburndale

## Final Plat Checklist

Revised September 2021

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

Subdivision: \_\_\_\_\_ City: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

You must check each box to the left or indicate N/A on this submittal. For questions, please email [jfife@auburndalefl.com](mailto:jfife@auburndalefl.com)

### General Requirements

- Provide 2 Mylars and 1 Paper Copy. The second mylar shall be an exact duplicate of the original.
- Plat shall be 24" by 36" with 3" left margin and 1" margin on remaining sides.
- Title Opinion or copy of what was presented to the City for its review. The Title Opinion must indicate that the taxes have been paid, or a copy of the paid tax receipt is needed.
- Plat must be approved by the City Commission with signature of City Clerk and seal affixed.
- Check, payable to Clerk of Circuit Court, in the amount of \$30.00 for the first page, plus \$15.00 for each additional page. Checks should be dated within 60 days of recording the plat.
- Signature of owner(s) of the property being platted must be witnessed by two persons and notarized. Notary stamp must be legible on both mylars.
- Seal or stamp of notary must be on plat in all instances; stamp must be legible on both mylars.
- Signature and seal of mortgage holder, if any. If sealed, witnesses are not necessary; otherwise, signature must be witnessed by two persons and notarized. (Check for seal

or stamp of notary, and seal of mortgage holder if corporation. Notary stamp must be legible on both mylars.)

- Signature and seal of surveyor (or mapper) preparing plat legible on both mylars.
- Signature and license number of County surveyor reviewing plat legible on both mylars (F. S. 177.081[1], effective 07/01/98).
- The Clerk will assign the Plat Book and Page Number
- The Clerk will assign Plat Book and Page Number(s). (Check files for last Plat Book and Page Number assigned). There are 50 pages in a Plat Book, and all 50 must be used. The numbering can go a page or two past 50. When assigning number, be sure to write name exactly as on mylar and include name of city.
- On acceptance of plat by Clerk, put in date plat will be recorded; obtain Clerk's signature and seal. If Clerk is not available, print their name and sign underneath as Deputy Clerk, and seal. (Plats must be taken to Micrographics by 4:00 p.m. to be recorded that day).
- Prepare a recording slip to accompany plat when it is recorded in Clerk's Recording Department and sign it. (Form in plat file.) Type subdivision name in ALL CAPS. Section, Township, Range should be in small letters. Include name of city in parenthesis.
- Deliver two original mylar plats to the Micrographics Department of the Clerk's Office. After review by Micrographics (while you wait), deliver the check and the original recording slip to Official Records (Recording). Recording will validate the plat recording slip, and "hand deliver" a copy to you.
- On paper copies, confirm signatures as on original plat and deliver one paper copy of the plat to the following: Utilities Division (ESO4); Public Safety (PS01); Growth Management (GM01- Brenda Bergeron); Traffic Engineering (PW04-Charlotte Barr). (Distribute copies after recorded by Recording Department).
- Prepare plat file showing name of subdivision, date approved by Board, Plat Book, and Page Number. Place all accompanying documents in file and place in plat drawer.
- **Do not give plat book and page number to anyone until the plat has been accepted by Micrographics and recorded through Public Records.**