



FINAL PLAT CHECKLIST

The Plat Shall:

- Be prepared by a land surveyor registered in the state;
- Comply with all applicable city, county and state laws and regulations for the preparation of plats.

Application Fee: Please refer to the User Fee schedule or contact Administrative staff at (561) 393-7789.

The plat shall show all of the facts and data required by the city to determine whether the proposed layout of the land in the subdivision complies with all applicable city ordinances and standards, and is consistent with the comprehensive plan.

The following information shall be shown on the plat:

- Name of the subdivision. The plat shall have a subdivision name approved by the clerk of the circuit court for the county when proposed as a new subdivision, or as an addition to, or revision of, a recorded subdivision plat. The title of the plat shall include the subdivision name, and the name of the city, county, state, section, township, and range of the land proposed to be platted;
- Legal description. A full and detailed description of the land included in the plat, including the township, range, sections and part of sections. A location sketch shall also be included on the plat showing the proposed subdivision's location in reference to the closest section corner or quarter section corner of each section within the plat. The description must be so complete that from it, without reference to the plat, the starting point can be determined and the outlines run. If a subdivision of a part of a previously recorded plat is made, the previous lots and blocks to be resubdivided shall be given. If the plat is a resubdivision of the whole of a previously recorded plat, the fact shall be so stated. Vacation of previously platted lands shall be done in the manner set forth in F.S. § 177.101, and section 25-41 [of this Code].
- Names of adjacent subdivisions and the names of owners of record of adjacent unplatted lands.
- Names or numbers and right-of-way width of each street or other public right-of-way immediately adjoining the plat.
- All plat boundaries.
- Bearings and distances to the nearest established section or quarter section corner or other recognized permanent monuments which shall be accurately described on the plat.



CITY OF Boca Raton

DEVELOPMENT SERVICES
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- Municipal and county boundaries, where applicable, and township, range and section lines accurately tied to the lines of the subdivision by distance and bearing.
- Accurate location of all survey monuments.
- Length of all arcs together with deltas, degrees of curves, radii, tangent distances internal angles, points of curvatures and tangent bearings.
- When lots are located on a curve or when side lot lines are not parallel and are at angles less than or more than 90 degrees, the width of the lot (as defined in [chapter 28](#)) shall be shown.
- The name or numbering and right-of-way width of each street or other public right-of-way shown on the plat.
- The numbering of all lots and blocks shown on the plat. All lots shall be numbered by progressive numbers individually or in blocks progressively numbered. Blocks in numbered additions, bearing the same plat name, shall be numbered consecutively throughout the several additions. Excepted parcels must be marked "not part of this plat."
- All areas dedicated for public purposes.
- The dimensions of all lots and angles.
- Square foot areas to the nearest foot of each lot shown in a rectangle within each lot.
- Locations, dimensions and purposes of any easements, and a description the rights conferred by the easement. For the purposes of this paragraph, easements shall include any private rights-of-way and easements for access or other purposes. All easements shall be subject to any applicable requirements set forth in [section 26-124](#). Joinder or consent of the persons or entities to whose benefit such easements pertain shall be required on the plat, unless the plat does not affect the rights of such persons or entities.
- Certification by a state-registered land surveyor to the effect that the plat represents a survey made under his direction and that all monuments shown thereon actually exist, and that their location is correctly shown.
- A title certification statement from an attorney at law licensed in Florida indicating that record title to the land as described and shown on the plat is in the name of the person, persons, corporation, or entity executing the dedication(s). The title certification statement must also state that the current taxes have been paid; that all mortgages not satisfied or released of record nor otherwise terminated by law are shown thereon; and that there are/are not encumbrances of record; and (if there are encumbrances) those encumbrances do not prohibit the creation of the subdivision depicted by the plat.



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- An acknowledgment by the owner of the owner's adoption of the plat, and of the dedication of streets and other public areas, and the consent of any mortgage holders to such adoption and dedication.
- If the plat is a resubdivision of a portion of, or the whole of, a previously recorded plat, an acknowledgment by the owner of F.S. § 177.101(2), as follows: "The following is stated, and applies to the described portion of or whole of the underlying plat as recorded in Plat Book , Page(s) of the Public Records of Palm Beach County, Florida. '...The approval of a replat by the governing body of a local government, which encompasses lands embraced in all or in part of a prior plat filed of public record shall, upon recordation of the replat, automatically and simultaneously vacate and annul all of the prior plat encompassed by the replat.'"
- If applicable, any disclosure statement required by [chapter 27](#), article III, with respect to the creation and management of preservation areas.
- If any portion of the proposed plat lies within a special flood hazard area, flood information shall be required on the plat as set forth in [section 21-144](#)(2).
- The signature of the city manager and the city's civil engineer, the city clerk and the mayor.
- Any other information necessary to comply with the requirements of F.S. ch. 177.
- Any other information necessary to comply with the recording requirements of the Palm Beach County Clerk of Courts.