



CITY OF
LARGO

Engineering Services Department
Jerald Woloszynski, P.E., Director

Engineering Services Administration: (727) 587-6713
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Application for Plat Approval/Recording

CASE #: _____

PROPERTY OWNER'S/APPLICANT'S NAME : _____

ADDRESS : _____

PHONE : _____

NAME OF PLAT : _____

ADDRESS OF PARCEL TO PLATTED : _____

PID # : _____

DEVELOPMENT ORDER # : _____

APPLICANT'S SURVEYOR : _____

SURVEYOR'S ADDRESS/PHONE#/EMAIL : _____

City of Largo Comprehensive Development Code:

Platting/Replatting is required:

1. As part of Development Order approval and if property was not previously replatted or is described by Metes & Bounds.
2. Subdivision of parcels into separate lots.
3. Combination of separate lots into single parcel.
4. Previously replatted parcel that is further subdivided or combined.
5. All Platting/Replatting is to be recorded at Pinellas County prior to issuance of Certificate of Occupancy or Certificate of Completion.

**ENGINEERING SERVICES DEPARTMENT
PROCEDURES FOR PLAT SUBMISSION/REVIEW/RECORDING
Check List Rev 03/2018**

PRELIMINARY PLATS FOR REVIEW- (To be prepared by a Registered Land Surveyor)

- 1) FOURTEEN (14) copies of the plat, ONE (1) Signed & Sealed Boundary Survey, ONE (1) set of construction plans and ONE (1) Title Certification Letter (sample attached) to be submitted to COMMUNITY DEVELOPMENT DEPARTMENT Engineering Services Division for review. The Title Certification Letter is required for final approval, however, a copy of the Title Commitment or O&E Letter is sufficient to begin the review.
- 2) The Plat/Replat shall conform with the requirements of Florida Statute, Chapter 177, Section 154-13 of the Pinellas County Code and Section 5500 of the City of Largo Comprehensive Development Code.
- 3) First word of the primary name in title cannot be The, Re-Plat, or A.
- 4) Do not use Amended Plat, Revised Plat, Corrected Plat, or Resubdivision in the title.
- 5) All words of a subdivision name in the title shall be printed in the same size and font. This includes Section, Unit, or Phase, when applicable.
- 6) Plat title and sub-title shall appear on all sheets, same location, size and font. All sheets matching.
- 7) Left border shall be 3, no seals on left side; all other borders are to be 1. (22x28 submittals)
- 8) The City of Largo shall be in the sub-title.
- 9) The Section, Township and Range shall be identified in the sub-title.
- 10) All References to existing Right-of-Way dedication, easement dedication or previously dedicated land shall be shown and usage shall be clearly annotated.
- 11) Legal description for the plat boundary shall match distances and bearings shown on plat sheet.
- 12) All contiguous properties shall be identified by subdivision title, plat book, and page, or labeled unplatted when applicable.
- 13) When two (2) or more sheets are required to adequately display the subdivided land, an index or key map must be included and shown on each plan sheet to depict location in reference to the overall land. Matchlines shall be used to further identify continuation of one sheet to the other.
- 14) A legend of all symbols and abbreviations must be shown.
- 15) Notary seals/expiration must be current.
- 16) The name of the Surveyor or Mapper must appear in each sheet.
- 17) The printed name of signing individual(s) shall appear below the signature line(s).
- 18) All signatures properly witnessed and in permanent black ink.
- 19) Plats must show all applicable seals. Seals must not appear on left border.
- 20) There shall be signature lines provided for the Mayor and City Clerk under the Certificate Of Approval Of City Commission.
- 21) If required, a dedication to the City of Largo shall be provided.
- 22) The responsible Surveyor shall provide a statement of Certification. The name and registration number of the Surveyor shall be printed directly below the Statement of Certification.
- 23) There shall be reference to the City of LARGO's Surveyor under a Certificate of Conformity.
- 24) There shall be reference to Ownership and Mortgages, including Acknowledgments.
- 25) The following statement shall be placed on the Title Sheet of the Plat, **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 Pinellas County.**

FINAL PLAT COPIES SUBMITTAL

- 1) After all comments and revisions have been incorporated on the copies of the plats, submit one (1) copy of final plat to Engineering Services Department for final review.
- 2) Once final copy of plat is approved by Engineering and City's Contracted Surveyor, final mylars are to

be prepared for submittal.

FINAL MYLAR SUBMITTAL: (Upon satisfactory approval of final plats)

- 1) Two (2) final mylars shall be submitted, signed by owner(s) and notarized, and signed and sealed by the Professional Land Surveyor Mapper.
- 2) The surveyor under City of Largo contract shall sign and seal both mylars.
- 3) Mylar plats shall conform to FS 177.091 (1).
- 4) Notary expiration date and current license must be identified.
- 5) All signatures shall be properly witnessed and in permanent black ink, with printed name below signatures.
- 6) Plat is to be advertised one (1) week prior to City Commission approval meeting.
- 7) Please note that Plat cannot be scheduled for City of Largo Commission approval until final mylars are signed/sealed by all parties and delivered to the City's Engineering Services Department.

TITLE CERTIFICATION LETTER & CONSENT TO PLAT LETTER REQUIREMENTS

- 1) A Title Certification Letter is always required for proper recording of the plats (sample attached).
- 2) The Title Certification Letter shall contain a Certification date which must not be more than thirty (30) days old at the time of recording.
- 3) The Title Certification Letter shall reflect the owner(s) which is the same person(s) or corporation(s) that appears on the plat.
- 4) The Title Certification Letter shall reflect the Mortgage holders name. If none, so state.
- 5) The Title Certification Letter shall contain the legal description as identified on the plat and the boundary survey; all must match exactly. The legal description shall be in the body of the Title Certification Letter and not provided as an attachment.
- 6) A Consent to Plat letter is required if there is a mortgage, and the document shall be referenced on the Plat. If the Mortgage and Consent to Plat are shown on the Plat, then a separate Consent to Plat letter is not required.
- 7) The Consent to Plat letter shall include "Prepared by and return to".
- 8) The Title Certification and Consent to Plat letters require the review and approval of the Engineering Services Department prior to submission for recording.

FEES

- 1) City of Largo plat review fee is \$500 up to three (3) plat pages and \$50 for each additional page.
- 2) First two (2) reviews are included in the fee; additional reviews are \$100 each.
- 3) Plat recording fee is \$30.00 for the first sheet and \$15.00 for each additional sheet payable to Pinellas County Clerk of the Circuit Court.
- 4) Consent to Plat recording fee is \$10.00 for the first page and \$8.50 each additional page payable to Pinellas County Clerk of the Circuit Court. The Title Certification Letter is a supporting document and requires no filing fee.