



St. Johns County Land Management Systems
Survey and GIS Divisions
Plat Review Checklist
with references to Florida Statutes

Plat Name: _____

- ☐ 1. Original drawing Black Permanent Drawing Ink on Film (0.003 inches minimum thickness). 177.091(1)
- ☐ 2. Sheet Size - 18" X 25" 1/2", 1/2" margin on Top, Bottom, & Right, 3" Left margin. per Clerk of Court
- ☐ 3. MAP BOOK____ PAGE _____, upper right-hand corner per Clerk of Court
- ☐ 4. SHEETNO.____ OF _____ 177.091(3)
- ☐ 5. Index Sheet if multiple pages with matchlines. 177.091(3)
- ☐ 6. Clearly labeled matchlines to show where sheets match or adjoin. 177.091(3) (Check that adjacent sheet numbers are correctly labeled). With tracts and adjacent property recording information (matchlines shall be drawn in the same position on matching/adjoining sheets).
- ☐ 7. Stated and graphic scale. 177.091(4)
- ☐ 8. Sufficient size lettering and scale to show detail. 177.091(4)
- ☐ 9. Plat name on each sheet in bold legible letters. Words such as "the", "replat", or "a" may not be used as the first word of the primary name. Name shall not be similar to any other name on a previously recorded plat unless it is a new unit, section, or phase. 177.091(5) & 177.051(1)
- ☐ 10. Name of surveyor or survey business, street, and mailing address on each sheet. 177.091(5)
- ☐ 11. North arrow. 177.901(6)
- ☐ 12. Bearing reference to a well-established and monumented line. 177.901(6)
- ☐ 13. Permanent reference monuments at every corner or change in direction with appropriate symbol or designation (LB or LS Number) prior to platting. 177.091(7) and St. Johns County Development Review Manual Section 16.0 Notes. **No more than 1400' apart. St. Johns County requires "encasement" in concrete for all PRMs. However, "encased" or "County" PRMs need not be set closer than 310 feet. The 310 foot rule is meant to give relief in confined areas not circumvent the county requirement of setting concrete monuments at the corners or change in direction (in a confined area Iron Rods and cap stamped P.R.M. may be set instead of concrete monuments, not to exceed an accumulated distance of 310').**
- ☐ 14. Permanent control points on the centerline of R.O.W. with appropriate symbol or designation (LB or LS Number) within 1 (one) year or before required improvements bond expiration. 177.901(8)
- ☐ 15. Monuments at lot corners - before the transfer of any lot or required improvements bond expiration. 177.091(8)
- ☐ 16. Section, Township, and Range under the name of the plat with replatting information, if any. 177.091(10) & 177.091(17) (verify this matches caption.)
- ☐ 17. Name of the city, town, village, county, and state that the land being platted is in. 177.091(10)
- ☐ 18. Caption (description) must be so complete that from it, without reference to the plat, the starting point and boundary can be determined. 177.901(11)
- ☐ 19. Verify Plat Name is correct in all certificates and the Adoption and Dedication.
- ☐ 20. Adoption and Dedication with notary. 177.081(2) & 177.091(12)
- ☐ 21. Roads dedicated to the County must include in Adoption and Dedication reference to entity maintaining ponds and drainage easements with County having right to drain through said easements and ponds.
- ☐ 22. Check that road names listed in the Adoption and Dedication match the map sheets.

- ☐ 23. Check that tracts and easements are addressed in the Adoption and Dedication.
- ☐ 24. Certificate of Approval and Acceptance by Governing Body. 177.071 & 177.901(12)
- ☐ 25. Certificate of Clerk. 177.091(13)
- ☐ 26. Certificate of Approval – County Attorney
- ☐ 27. Certificate of Approval – Growth Management Department
- ☐ 28. Surveyor's Certificate. 177.091(13)
- ☐ 29. Surveyor's Certificate includes "That the plat was prepared under his or her direction and supervision and that the plat complies with all of the survey requirements of Chapter 177, Part 1, Platting." 177.061
- ☐ 30. Printed name of the Surveyor; License Number; survey business name, if any; LB Number, if any; and address under the Surveyor's Certificate. 177.061
- ☐ 31. Certificate of Review by Professional Surveyor and Mapper. 177.081(1)
- ☐ 32. Section lines and 1/4 section lines. 177.091(14)
- ☐ 33. Point of Reference, if any. 177.091(14)
- ☐ 34. Point of Beginning. 177.091(14)
- ☐ 35. Bearings and distances around plat boundary. 177.091(14) (run boundary closure) and (spot check key map with map sheets)
- ☐ 36. Street Names. 177.091(15) (check key map with map sheets)
- ☐ 37. R.O.W. widths. 177.091(15)
- ☐ 38. Waterways. 177.091(15)
- ☐ 39. Location and width of proposed easements. 177.091(16)
- ☐ 40. Location and width of existing easements identified in Title Opinion. 177.901(16)
- ☐ 41. Bearings and distances for non-concentric or non-parallel easements. 177.091(16) and non-concentric or non-parallel buffers.
- ☐ 42. Identify contiguous properties by Subdivision Title, Map Book and Page or if unplatted, so state. 177.091(17) (check if all Map Book and Pages listed are correct.) Show adjacent property recording information.
- ☐ 43. Lot and block numbers must be progressive, non-consecutive numbering is allowed when due to phasing. 177.091(18)
- ☐ 44. Bearings and distances on all Tracts. 177.091(19)
- ☐ 45. Bearings and distances on all lots. 177.091(19)
- ☐ 46. Bearings and distances on all roads. 177.091(19)
- ☐ 47. If lot or boundary is irregular, a witness line must be shown. 177.091(19)
- ☐ 48. Curvilinear lots - show radius, arc, and delta. 177.091(20), chord and chord bearing.
- ☐ 49. Radial lines will be so designated. 177.091(20)
- ☐ 50. Bearings or angles on all lines. 177.091(21)
- ☐ 51. Bearings and distances on centerline streets. 177.091(22)
- ☐ 52. Curved centerlines show arc, delta, radius, chord, and chord bearing. 177.091(22)
- ☐ 53. Designate Park and Recreation parcels, if any. 177.091(23)
- ☐ 54. Interior excepted parcels, as described in the caption, must be labeled "Not a Part of this Plat." 177.091(24)
- ☐ 55. Show purpose of all areas dedicated on the plat. 177.091(25)
- ☐ 56. Tabular data must appear on sheet which it applies. 177.091(26) (check curve and line numbers that they agree with the map sheet) (Each line and curve segment shall have its own identifying number)

- ☐ 57. "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 THIS COUNTY." 177.091(27)
- ☐ 58. Easements referenced for Cable Television use. 177.091(28)
- ☐ 59. Legend of all symbolized abbreviations. 177.091(29)
- ☐ 60. Boundary survey. 177.041 (Boundary Surveys with State Jurisdictional Wetland Lines shall have a note indicating the survey company that mapped and located said line)
- ☐ 61. Check access to public or dedicated right of way.
- ☐ 62. Flood zones should not be shown as they may change from time to time.
- ☐ 63. Top of bank should not be shown or if it is shown it should be a dashed line.
- ☐ 64. Existing or proposed improvements should not be shown.
- ☐ 65. Check for land locked parcels.
- ☐ 66. Verify all lots included on the plat have access from a right of way.
- ☐ 67. State Plane Coordinate (North American Datum 1983/2011) in feet values shown on plat per County requirements (resource grade data is not acceptable).
- ☐ 68. Digital file of the platted lands per St. Johns County Development Review Manual 16.03.A.6.a.b.c.
- ☐ 69. If Vicinity Map shown make sure it correctly shows the location of the subdivision, correct road names, and a North Arrow.
- ☐ 70. Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street easement and **all other areas shown on the plat F.S. 177.091(19)** (including State Jurisdictional Wetland and buffers).
- ☐ 71. Lot boundary shall be configured in such a way as to not have boundary lines or curve segments less than 0.5'.
- ☐ 72. Bearings around the plat boundary must be shown in a clockwise or counter-clockwise direction.
- ☐ 73. All PDFs submitted should be exported directly out of Autocad, Carlson software and MicroStation, etc. (not copied or scanned).