

# CITY OF JACKSONVILLE FORM DSD-PRC

## Plat Review Checklist

(LDPM Volume 1, Section 3.1.1)

Include the checklist below as the cover page for the submitted plat. By providing this form, the applicant is confirming that the necessary conditions have been met by the submitted plat.

### Plat Identification Information

(See Section 3.1.1 IDENTIFICATION)

Y N NA

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#### Unique Name

- Does name include the words "section," "unit," or "phase."?
- Is "replat" noted in the subtitle along with appropriate recording reference, if applicable?

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#### Location Information

- Does location include section, township and range under the name of the plat on each sheet, along with the name of the city, county and state?
- If a replat then reference to the original Plat Book and page number satisfy this requirement.

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#### Street Name Plan

- Street name plan must be approved by Addressing
- Are street designations (i.e. Public or Private) must be consistent with adoption and dedication language

### Cover Page Information

(See Section 3.1.1 COVER PAGE)

Y N NA

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#### Caption

- The legal description must match title certification
- The legal description must match depiction on the map

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#### Adoption and Dedication

- Adoption and Dedication language must match [Form LDPM-PAD](#)
- All areas to be dedicated must be clearly shown on the plat
- The signature block must use correct form based on entity signatory authority (Section 3.1.1 SIGNING AUTHORITY)
- Signatories must be authorized to sign based on Florida Secretary of State ownership information (i.e. <https://dos.fl.gov/sunbiz/search/>) OR provide documentation of signatory authority delegation

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#### Consent and Joinder (As Applicable)

- Consent and Joinder Plat Dedication language from Section 3.1.1 COVER PAGE, Paragraph (4)
- The signature block must use correct form based on entity signatory authority (Section 3.1.1 SIGNING AUTHORITY)
- Signatories must be authorized to sign based on Florida Secretary of State ownership information (i.e. <https://dos.fl.gov/sunbiz/search/>) OR provide documentation of signatory authority delegation
- Two witnesses must be provided for each signature

☐ ☐ ☐ Hold Harmless Agreement

☐ ☐ ☐ Notary Statement

☐ ☐ ☐ Approval for Recording

☐ ☐ ☐ Government Certifications

- Check for correct names for Director of Public Works, Clerk of the Circuit Court, and City Surveyor

☐ ☐ ☐ Surveyor's Certificate

- Certification must include language from Section 3.1.1 COVER PAGE, Paragraph (6)
- Include company name, address, telephone number, and certificate of authorization number for the certifying professional.

## Plat Information

### (See Section 3.1.1 LAYOUTS, NOTES, AND SYMBOLOGY)

Y N NA

☐ ☐ ☐ Vicinity Map (page 2)

☐ ☐ ☐ Key Map

☐ ☐ ☐ Legend

#### Notes

- ☐ ☐ ☐ - Include official depiction language  
(See Section 3.1.1. LAYOUT, NOTES, AND SYMBOLOGY, Paragraph (4)(a))
- ☐ ☐ ☐ - Include utility easement language (Not required for private utilities)  
(See Section 3.1.1. LAYOUT, NOTES, AND SYMBOLOGY, Paragraph (4)(d))
- ☐ ☐ ☐ - Include JEA utility easement language on JEA easements  
(See Section 3.1.1. LAYOUT, NOTES, AND SYMBOLOGY, Paragraph (4)(d))
- ☐ ☐ ☐ - Include SFHA notes (if applicable)  
(See Section 3.1.1. LAYOUT, NOTES, AND SYMBOLOGY, Paragraph (4)(e))
- ☐ ☐ ☐ - Include unobstructed easement language for the City of Jacksonville  
(See Section 3.1.1. LAYOUT, NOTES, AND SYMBOLOGY, Paragraph (4)(g))
- ☐ ☐ ☐ - Include Noise Zone A, B and/or Airport Notice Zone Statement (if applicable)  
(See Section 3.1.1. LAYOUT, NOTES, AND SYMBOLOGY, Paragraph (4)(k))

Each sheet must include:

Y N NA

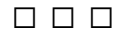
- |  |  |
|--|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Name of the subdivision  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Name of the Professional Surveyor, street and mailing address. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | North arrow  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Scale  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Plat book and page box (include sheet numbers)                 |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | COJ Reference Numbers (City Development Number and PUD number) |

### Survey Information

(See Section 3.1.1 GENERAL SURVEY)

Y N NA

- |  |  |
|--|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Line and Curve notations <b><u>OR</u></b> Line and Curve Table   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Permanent Reference Monuments (PRM) at each corner or change in direction, but no more than 1,400 feet apart.  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Permanent Control Points (PCP) located on the centerline of the ROW at intersection and terminus of each street, change in direction, but no more than 1,000 feet apart <b><u>OR</u></b> future PCP language.  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Street Locations and Widths  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Street Name Plan has been approved by Addressing and matches adoption and dedication   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Section Lines  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Contiguous Properties are identified by subdivision title, plat book and page or, if unplatted, that the land is so designated   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Lots and Blocks <ul style="list-style-type: none"><li>- Blocks must be progressively numbered or lettered</li><li>- Lots must be numbered (not lettered) either by progressive numbers or, if in blocks, progressively numbered in each block.</li><li>- In the case of townhomes, blocks may be assigned letters, and individual lots should be assigned progressive numbers.</li></ul> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Easements <ul style="list-style-type: none"><li>- Easements must be consistent with the title opinion or property information report</li><li>- All easement must be clearly stated</li></ul>   |



#### Open Space, Conservation, and Recreation

- Open space, conservation area, and active recreation space must be platted as a separate tract
- Open spaces must be labeled as “open space”, “buffer”, or “active recreation”
- Show open space calculation table on the plat