



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. SHEET NO. \_\_\_\_\_ 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*).
- 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 (the same size and type of lettering, including the words "Section", "Unit", "Replat", "Amended", etc.) 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 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*
- 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 A&D.
- 20. Adoption and Dedication with notary. 177.081 (2) & 177.091 (12)
- 21. Check that road names listed in the A&D match the map sheets.
- 22. Check that tracts and easements are addressed in the A&D.
- 23. Certificate of Approval and Acceptance by Governing Body. 177.071 & 177.901 (12)
- 24. Certificate of Clerk. 177.091 (13)
- 25. Surveyor's Certificate. 177.091 (13)
- 26. 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
- 27. 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
- 28. Certificate of Review by Professional Surveyor and Mapper. 177.081 (1)
- 29. Section lines and 1/4 section lines. 177.091 (14)

- 30. Point of Reference, if any. 177.091 (14)
- 31. Point of Beginning. 177.091 (14)
- 32. Bearings and distances around boundary. 177.091 (14) (run boundary closure) and (spot check key map with map sheets)
- 33. Street Names. 177.091 (15) (check key map with map sheets)
- 34. R.O.W. widths. 177.091 (15)
- 35. Waterways. 177.091 (15)
- 36. Location and width of proposed easements. 177.091 (16)
- 37. Location and width of existing easements identified in Title Opinion. 177.901 (16)
- 38. Bearings and distances for non concentric or non parallel easements. 177.091 (16)
- 39. Identify contiguous properties by Subdivision Title, Map Book and Page or if unplatted, so state. 177.091 (17) (check all Map Book and Pages listed are correct.)
- 40. Lot and block numbers must be progressive. 177.091 (18)
- 41. Bearings and distances on all Tracts. 177.091 (19)
- 42. Bearings and distances on all lots. 177.091 (19)
- 43. Bearings and distances on all roads. 177.091 (19)
- 44. If lot or boundary irregular, a witness line must be shown. 177.091 (19)
- 45. Curvilinear lots - show radius, arc, and delta. 177.091 (20)
- 46. Radial lines will be so designated. 177.091 (20)
- 47. Bearings or angles on all lines. 177.091 (21)
- 48. Bearings and distances on centerline streets. 177.091 (22)
- 49. Curved centerlines show arc, delta, radius, chord, and chord bearing. 177.091 (22)
- 50. Designate park and recreation parcels, if any. 177.091 (23)
- 51. Interior excepted parcels, as described in the caption, must be labeled "Not a Part of this Plat". 177.091 (24)
- 52. Show purpose of all areas dedicated on the plat. 177.091 (25)
- 53. Tabular data must appear on sheet which it applies. 177.091 (26) (check curve and line numbers that they agree with map sheet)
- 54. "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)
- 55. Easements referenced for Cable Television use. 177.091 (28)
- 56. Legend of all symbolized abbreviations. 177.091 (29)
- 57. Boundary survey. 177.041
- 58. Check access to public or dedicated right of way. *Informational*
- 59. 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. *Informational*
- 60. Flood insurance should not be shown.
- 61. Top of bank should not be shown or if it is shown it should be a dashed line.
- 62. Check for land locked parcels.
- 63. Coordinate values shown on plat per County requirements.
- 64. Digital file of the platted lands per St. Johns County Development Review Manual 16.03.A.6.
- 65. If Vicinity Map shown make sure it correctly shows the location of the subdivision with North Arrow.