

## Town of Montverde Final (Record) Plat Process

### **Submittal Requirements**

The required submittals, meeting the legal requirements of platting, of the final (record) plat shall consist of a fully executed correct plat map, meeting all state and county standards, final engineering drawings and auxiliary submittals, and all required legal instruments. The applicant needs to submit fifteen (15) copies of the plans.

#### *1. General*

The final (record) plat shall be drawn with black drawing ink on linen tracing cloth or equally durable material, using sheets twenty-two (22) inches by twenty-eight (28) inches. Each sheet shall have a marginal line completely around the sheet placed to leave a three-inch binding margin on the left and one-inch margin on the other three (3) sides. Final (record) plats shall meet all the requirements of Chapter 177, Florida Statutes, and shall be so certified by the land surveyor. The final (record) plat shall be at a scale of not more than one hundred (100) feet to the inch. All dimension shall be to the nearest one-hundredth of a foot and angles to the nearest second of a degree.

#### *2. Final (Record) Plat Requirements*

The final (record) plat shall constitute only that portion of the approved preliminary and final development plan which the applicant proposes to record and develop at the time; provided, however, that such portion conforms to all requirements of these regulations and shall meet all requirements of Chapter 177 Florida Statutes. Fifteen (15) copies and one (1) 11x17 copy of the final (record) plat showing the following information shall be provided:

- a. Title block to include the name of subdivision, the appropriate section, township and range, and the "Town of Montverde, Lake County, Florida."
- b. The legal description of the area contained within the plat with bearings and distances and with references to a subdivision corner tie.
- c. A vicinity map, at scale, showing the proposed subdivision in relation to the surrounding streets.
- d. Permanent Reference Markers (PRM's) must be located at all property corners and shall be concrete 4" x 4". All permanent control points (PCP's) shall be shown in conformance with state statutes.
- e. A legend which defines all symbols, shows stated and graphic scale, and displays north arrow.
- f. Sufficient data to determine readily, and to reproduce on the ground, the location, to determine readily, and to reproduce on the ground the location, bearing and length of each street right-of-way line, boundary line, block line and building line, whether curved or straight adequately correlated with monuments and markers.
- g. The right-of-way lines, widths and names of all streets and roads.
- h. The radius, central angle and arcs of all curved streets, and curved property lines.
- i. Lot line dimensions and lot and block numbers.
- j. Proposed building setback lines from side, front and back lot lines, if different than those specified by Chapter 5.
- k. Location and width of canals and waterways
- l. Dedications, reservations and easements, showing widths and purpose, shall be delineated on the face of the plat and shall not be incorporated by reference.
- m. The names, locations, and plat book and page numbers of abutting subdivision and streets, and the location of abutting subdivisions.
- n. Certificates, as required by Florida Statutes, of owners showing dedications; of surveyor confirming correctness; of Planning and Zoning Committee approval; of

Town Council approval; and for Clerk of Circuit recording. Signatures of owners must be in conformance with Section 692.01, Section 689.01, Section 695.25, and Section 695.26, Florida Statutes, as applicable.

- o. A certificate of consent and approval by mortgagee on the plat or as a separate instrument. Proof of ownership
- p. Owners Affidavit and of applicable Applicant Affidavit
- q. Completed application

#### **Processing**

- All applications are received by the Town Clerk and forwarded to the Planning Consultant, Town Attorney, Town Engineer and Town Surveyor for review of code compliance and completeness.
- At the time of review the Town may request additional information to analyze impacts.
- The Clerk must forward the consultant comments to the applicant.
- The Clerk shall inform the applicant of meeting dates.
- Final (Record) Development Plan is the third part of a three step process, which includes Preliminary Development and Final Development Plan.

#### **Advertising/Notices**

- None required

#### **Hearings**

- P & Z Committee (3<sup>rd</sup> Wednesday of each Month) – Recommendation to Council
- Town Council Meeting (2<sup>nd</sup> Tuesday of Month) – One Reading

#### **Processing After Approval**

- Applicant must Record Plat with Lake County Clerk of the Courts and provide Town with Copy

#### **Fees**

- The applicant will pay in full for cost incurred through consultant review, attorney's fees advertising and notification.



**FINAL (RECORD) PLAT APPLICATION**

Tax Identification # \_\_\_\_\_

1. Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

2. Applicant's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

3. Applicant is: Owner \_\_\_ Agent \_\_\_ Purchaser \_\_\_ Lessee \_\_\_ Optionee \_\_\_

4. Property Address/Location: \_\_\_\_\_

5. Name of Subdivision for Final Platting \_\_\_\_\_

6. Area of Property: \_\_\_\_\_ Square feet \_\_\_\_\_ Acres

7. Utilities: Central Water \_\_\_ Central Sewer \_\_\_ Well \_\_\_ Septic Tank \_\_\_

8. Zoning of property: \_\_\_\_\_

9. Proposed number of lots/parcels: \_\_\_\_\_

10. Proposed use of the property: \_\_\_\_\_

11. Have any land use applications been filed within the last year in connection with this property? \_\_\_ Yes \_\_\_ No. If yes, briefly describe the nature of the request: \_\_\_\_\_

I certify that the statements in this application are true to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

**OWNER'S AFFIDAVIT**

**STATE OF FLORIDA  
COUNTY OF LAKE**

Before me, the undersigned authority personally appeared \_\_\_\_\_, who being by me first duly sworn on oath, deposes and says:

- (1) That he is the fee-simple owner of the property legally described on page one of this application.
- (2) That he desires approval for:  
\_\_\_\_\_
- (3) That he has appointed \_\_\_\_\_ to act as agent in his behalf to accomplish the above. The Owner is required to complete the APPLICANT'S AFFIDAVIT of this application if no agent is appointed to act in his stead.

\_\_\_\_\_  
Affiant (Owner's  
Signature)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public

**NOTE**

**All applications shall be signed by the owner of the property, or some person duly authorized by the owner to sign. This authority authorizing a person other than the owner to sign must be attached.**

**APPLICANT'S AFFIDAVIT**

**STATE OF FLORIDA  
COUNTY OF LAKE**

Before me, the undersigned authority personally appeared \_\_\_\_\_, who being by me first duly sworn on oath, deposes and says:

- (1) That he affirms and certifies that he understands and will comply with all ordinances, regulations, and provisions of the Town of Montverde, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the Town of Montverde, Florida, and are not returnable.
  
- (2) That he desires approval for:  
\_\_\_\_\_
  
- (3) That the submittal requirements for the application have been completed and attached hereto as part of this application.

\_\_\_\_\_  
Affiant (Applicant's Signature)

The foregoing instrument was acknowledged before me this \_\_\_day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public

