

FINAL PLATTING REQUIREMENTS FOR ACCELA UPLOAD

All requirements in the previous list must be received and in order.

In addition to the previous items, the following items must be received and approved before submitting plat to the BCC.

1. Pdf of updated Owner & Encumbrance Report if plat is more than 6 months old before BCC meeting.
2. Pdf of approved Engineering Inspections Memo with approved Cost Estimate stating w/o maintenance, w/maintenance, performance, partial performance. This might be an N/A.
3. Original Letter of Credit or Bond if performance, partial performance, or maintenance. Risk requires 3 days to review a bond. Bond needs to be submitted at least 4 days prior to my electronic deadline to ensure they have ample time to review and approve so that I have an approved bond to meet my electronic deadline. I also have to include Risk approval as one of my attachments to the electronic agenda. If revisions or a new Surety needs to be acquired than there will be further delay for approval. We recommend that you submit the fully executed LOC/Bond as soon as possible for review. Please forward the original to the Plat Review Technician. To be delivered to Lisa Kral, 5418 Sunset Road, New Port Richey, FL 34652.
4. Original Signed and sealed engineer's Certificate of Completion if construction complete. To be delivered to Lisa Kral, 5418 Sunset Road, New Port Richey, FL 34652. This might be an N/A
5. Pdf of Benchmark Report if Construction Complete, due before platting. When funding with a Performance Bond, due at time of bond release.
6. Off-site easement documents; drainage, sanitary, water, other, if required.
7. Final plat AutoCAD CD set to State Plane Co-ordinates AND final plat pages in pdf.
8. Plat must be approved in Survey Division before mylars are printed and signed.
9. One original signed mylar (3 mils min). A pdf of the recorded plat should be available through the Clerks website to the public approximately 3 days after the Board meeting.
10. Filing fee (check made out to Nikki Alvarez-Sowles Esq., Clerk & Comptroller") - \$30 for page one, \$15 each additional page.