



**Land Use & Environmental Services Division** (850) 891-7100  
 435 N. Macomb Street  
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## PRELIMINARY PLAT CHECKLIST COMPLETENESS DETERMINATION CHECKLIST

NOTE: All documentation should be in PDF format and named using the Standard Naming Conventions

Project Name: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_

APPLICANT

- \_\_\_\_\_ 1. This completed checklist with the naming convention *Checklist.pdf*.
- \_\_\_\_\_ 2. E-Notarized Owner's Affidavit with the naming convention *OwnersAff.pdf*. **(see the Digital Signature page on talgov.com for more information)**
- \_\_\_\_\_ 3. Completed Application for each Deviation Requested with the naming convention *DeviationOne.pdf, DeviationTwo.pdf, etc.*
- \_\_\_\_\_ 4. Legal description and boundary survey of the parcel, which is **digitally signed and sealed** by a Florida Registered Land Surveyor with the naming convention *BoundrySur.pdf*. **(See the Digital Signature page on talgov.com for more information)**
- \_\_\_\_\_ 5. Certificate of Land Use Compliance with the naming convention *LUCC.pdf*.
- \_\_\_\_\_ 6. If Concurrency approval is required, the applicant must have submitted for (and have an active application for) a Certificate of Concurrency. If a Concurrency Certificate has already been issued, upload the document using the naming convention *concur.pdf*. Note: The applicant may apply simultaneously for Concurrency and Site Plan Approval.
- \_\_\_\_\_ 7. A copy of the Natural Features Inventory (NFI) exemption or approval letter with the naming convention *NFI.pdf* or *Exemption.pdf*.
- \_\_\_\_\_ 8. An Environmental Impact Analysis application (if no NFI exemption) with the naming convention *EIA.pdf*. **(Please note that before receiving final NFI approval, an EIA or an amendment to your current EIA may be required.)**
- \_\_\_\_\_ 9. Any proposed deed restrictions or covenants with the naming convention *Cov&rest.pdf*
- \_\_\_\_\_ 10. A copy of Application for Street Name Approval.
- \_\_\_\_\_ 11. School Concurrency Impact Analysis (if residential)
- \_\_\_\_\_ 12. The proposed plat drawn to a scale approved by the Growth Management Dept. depicting the following graphic or textual information:
  - \_\_\_\_\_ a. Name of subdivision; owner; subdivider/optionee (if applicable); and address & phone number of each.
  - \_\_\_\_\_ b. Surveyor and engineer of record.
  - \_\_\_\_\_ c. Date of Plat preparation.
  - \_\_\_\_\_ d. A vicinity map showing the relationship between the proposed subdivision and the surrounding area at a scale of one inch equals four hundred ft.
  - \_\_\_\_\_ e. The section, township, and range in which the subdivision is located.
  - \_\_\_\_\_ f. Scale of plat both written and graphic.
  - \_\_\_\_\_ g. All existing right-of-way, streets, and driveways within three hundred ft.

- \_\_\_\_\_ h. All proposed streets, names and number (if state or county marked routes).
- \_\_\_\_\_ i. Proposed sight distances for all new roadway connections.
- \_\_\_\_\_ j. Typical roadway cross-section(s) and rights-of-way.
- \_\_\_\_\_ k. All existing zoning classifications and zoning districts of the tract to be subdivided and on property within one hundred feet of the subject parcel.
- \_\_\_\_\_ l. If proposed, recreation areas shall be provided and shown on the preliminary plat.
- \_\_\_\_\_ m. Any proposed riding trail, open space, pedestrian, bicycle or other right-of-ways, conservation or drainage easements, their location, width and purpose.
- \_\_\_\_\_ n. Site calculations, including:
  - (i) Acreage in total tract to be subdivided
  - (ii) Acreage in parks and other non-residential use.
  - (iii) Total number of parcels created.
  - (iv) Linear feet in streets
  - (v) Right-of-way width of all proposed streets.
  - (vi) Natural Features area calculations
- \_\_\_\_\_ o. Proposed minimum building setback lines.
- \_\_\_\_\_ p. The approved location(s) of the surveyed Natural Features line(s)/location(s).
- \_\_\_\_\_ q. The property tax parcel identification numbers and ownership of adjoining subdivisions of record.
- \_\_\_\_\_ r. All elevation and benchmarks shall be referenced both to NGVD and tied to the nearest Geodetic Positioning Station Control. Contour lines shall be shown at no greater than five-foot intervals. If available, City of Tallahassee two-foot contours shall be used. The plat shall also be referenced as accurately as possible to the Geographic Information System (GIS).
- \_\_\_\_\_ s. A copy of the proposed plat depicting the approved location(s) of surveyed environmental feature lines/locations.
- \_\_\_\_\_ t. Buildings or other significant structures, water and sanitary sewer lines, railroads, bridges, culverts, stormdrains, electric facilities both on the land to be subdivided and on the land within one hundred feet, corporate limits, and county lines.
- \_\_\_\_\_ u. Proposed sidewalks, driveways, street connections, & roadway geometrics on the land to be divided and on land within three hundred feet of the land to be divided.
- \_\_\_\_\_ v. Proposed lot lines, lot and block numbers, and approximate dimensions, and phase lines and sequencing of the phases.
- \_\_\_\_\_ w. Conceptual stormwater management plan with general soil characteristics.
- \_\_\_\_\_ x. Location of existing water and sewer mains.
- \_\_\_\_\_ y. Conceptual water and sewer service plans.
- \_\_\_\_\_ z. Location of existing wells.
- \_\_\_\_\_ aa. The name and location of any property within the proposed subdivision or within any contiguous property that is listed on the National Register of Historic Places.
- \_\_\_\_\_ bb. All right-of-ways and/or easements both existing and proposed for drainage, electrical distribution, water, sewer, gas mains, transportation access and Environmental Features conservation easements.
- \_\_\_\_\_ cc. Environmental Elements:
  - (i) Natural Features Overlay - boundaries of the Natural Features must be shown on the plat.
  - (ii) The boundaries of Preservation Features must be labeled as a Natural Features Conservation Easement.
  - (iii) Provide easement documents for review at this time recording will be required within 30 days after the issuance of the permit.

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**NOTE: All of the items listed above must be uploaded to City Projects before the application is reviewed for completeness, unless the Land Use Administrator waives a specific item when a Land Use Compliance Certificate is issued or during a Pre-Submittal meeting. Failure to provide one of the items listed above may result in the rejection of the preliminary plat application.**