

# PRELIMINARY and FINAL PLAT SUBMITTAL TIPS

## PRELIMINARY PLAT SUBMITTALS

### Tracts and Easements on the plat must match the construction plans.

- Before submitting plans – Need to ensure that the labeling of tracts and easements match, including the purpose of the tracts and easements in the dedication.

### Tracts must have access to a paved street.

- Before submitting plans – Need to ensure that ALL tracts have access to a paved street. (LAND DEVELOPMENT CODE SECTION (LDC) 5.03.B. All development sites shall provide permanent access from a paved street to each lot or parcel within the development in accordance with City standards.)

## Plat - Cover Sheet

Typical set up includes:

- Legal Description – top left on coversheet;
- Location map – middle top on coversheet;
- Dedication – Under Location Map;
- Signatures – Owner and Homeowner’s Association under dedication – or right side of plat coversheet;
- Signatures – remaining on right side and along bottom of coversheet;
- Plat notes – Usually on 2nd page or, if they fit, under the legal on the coversheet; and
- Key map on 2nd page (with Plat Notes).

<small>LEGAL DESCRIPTION</small>  Legal Description including total acreage	<small>A SUBDIVISION PLAT OF</small> <b>Name of Subdivision</b> <small>LOCATED IN GOVERNMENT SECTIONS 21 &amp; 22, TOWNSHIP 10 SOUTH, RANGE 30 EAST, CITY OF PALM COAST, FLAGLER COUNTY, FLORIDA</small>   Location map	<small>MAP BOOK</small> <small>PAGE</small> <small>PLAT NO. APPROVED: 10000000</small>
<small>GENERAL NOTES</small>  Notes (here or on next page, with the key map, if they do not fit here.) See required language on submittal tips document.	<small>DEDICATION AND RESERVATION</small>  Dedication See submittal tips document for sample dedication language	Signature Blocks With lines for printed names <ol style="list-style-type: none"><li>1. Owner with notary</li><li>2. Joinder and consent – Mortgage with notary</li><li>3. HOA/CDD with notary</li><li>4. City of Palm Coast Approval Deputy Director of Community Development Attest City Clerk</li><li>6. City of Palm Coast City Engineer</li><li>7. Surveyor</li><li>8. Reviewing Surveyor</li><li>9. County Clerk</li></ol>
<small>SHEET 1 OF 10</small>		

# **Dedication: Need to separate tracts by purpose and include ownership and maintenance responsibilities.**

## **Specific City of Palm Coast language includes:**

- a. Right of Way Dedication:  
(Names of streets or tracts or just state "Rights of Way") are dedicated to the HOA/POA for the benefit of the owners of the lots, their successors and assigns, their guests and for access by municipal services and code enforcement, for the purpose of private right-of-way, vehicular access, common area, Sidewalks, signage and the installation and maintenance of storm water management systems. (Name of streets or tracts) are to be owned and maintained by the HOA.
- b. A utility and access easement is hereby dedicated to the City of Palm Coast, its successors and assigns, over all private rights of way for the construction, installation, operation, maintenance, repair, and replacement of CITY OF PALM COAST utility and drainage facilities, and for access purposes.
- c. If the construction plans show the sidewalks in the 10' easement, then use this language in dedication:
  - Sidewalks located within the 10-foot-wide utility, drainage and pedestrian easement along all streets rights-of-way shown on the construction plans shall be the sole responsibility of the property owners association to maintain with no recourse to the City. If any utility provided needs to make repairs to any underground facilities located within this easement it is the obligation of the property owner's association to make the repairs of the sidewalk.
- d. Lift Station - "Tract(s) \_\_\_\_\_ is (are) dedicated to the City of Palm Coast, for Lift Station and the installation and maintenance of utilities. Tract \_\_\_\_\_ is to be owned and maintained by the City of Palm Coast. A separate instrument shall convey this tract to the City of Palm Coast.
- e. For all plats
  - A 10-foot-wide nonexclusive utility easement across the frontage of all lots is hereby granted to the City of Palm Coast, its successors and assigns, and to any public or private utility provider, for the construction, installation, operation, maintenance, repair, and replacement of public utilities and drainage facilities."
- f. For all drainage easements
  - All Private drainage easements and tracts shown hereon are for drainage purposes and shall be the perpetual maintenance obligation of The \_\_\_\_\_ Homeowners Association (HOA of CDD), its successors and assigns, without recourse to the City of Palm Coast, Florida (COPC). The COPC has no maintenance obligation within the drainage easements and tracts but retains the right to access, inspect, and restore functionality if the drainage system fails to meet city standards. If the COPC performs any repairs within the drainage easements, the cost of such repairs shall be the obligation of the HOA or CDD.
- g. Nothing herein shall be construed as creating an obligation upon the City of Palm Coast or any other governing body to perform any act of construction or maintenance within such dedicated areas except when the obligation is voluntarily and expressly assumed by city or other governing body.
- h. All easements should be included in the dedication as to beneficiary and maintenance responsibilities.

## Plat Notes - Need to include:

- a. Sidewalks, per construction plan, will be installed with each single-family residential building permit. Sidewalks are to be installed in front of lots \_\_\_\_ to \_\_\_\_." (Fill in the lot numbers)
- b. 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.
- c. The lands shown hereon lie within flood zone "\_\_\_\_" as depicted on the flood insurance rate map (F.I.R.M.) community number\_\_\_\_, panel number(s)\_\_\_\_\_, dated \_\_\_\_\_ .  
and:
- d. Do not use this plat for flood zone determination. The Flood Insurance Rate Map is subject to change, use the current approved firm for community panel number, date and flood zone determinations.
- e. The plat was prepared with the benefit of an Opinion of Title..." with the name of the preparer of the document as well as the date.
- f. All platted utility easements shall provide that such easements shall also be easements for the construction, installation, maintenance, and operation of cable television services; provided, however, no such construction, installation, maintenance, and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas, or other public utility. In the event a cable television company damages the facilities of a public utility, it shall be solely responsible for the damages. This section shall not apply to those private easements granted to or obtained by a particular electric, telephone, gas, or other public utility. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety code as adopted by the Florida Public Service Commission.
- g. The City of Palm Coast reserves the right to require the property owner or HOA/CDD to modify, relocate, or remove any structure, improvement, or object within the City of Palm Coast easements that interferes with the City's use of the easements.
- h. No building, structure, or obstruction shall be placed or maintained within any city of palm coast easement area unless specifically authorized in writing by the City of Palm Coast and all utility providers having rights to use the easement."

# Signature blocks are required for the following and must include a Print Name line for signature.

- a. Owner; with notary
- b. Surveyor with seal;
- c. Reviewing surveyor;
- d. City of Palm Coast, Deputy Director of Community Service
- e. City clerk (Attests Deputy Director’s signature);
- f. City Engineer;
- g. County Clerk (see signature block below);
- h. Mortgagee(s) (See below); and
- i. Homeowner’s Association or Community Development District (or both).

## Sample language for Owner under dedication section:

“IN WITNESS WHEREOF, THE UNDERSIGNED, \_\_\_\_\_, A \_\_\_\_\_ CORPORATION HAS CAUSED THESE PRESENTS TO BE EXECUTED AND ACKNOWLEDGED BY ITS UNDERSIGN, \_\_\_\_\_, THEREUNTO DULY AUTHORIZED ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

WITNESSES: \_\_\_\_\_ CORPORATION NAME  
BY: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME: \_\_\_\_\_ CORPORATE SEAL

STATE OF FLORIDA  
COUNTY OF FLAGLER

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGE BEFORE ME, BY MEANS OF [ ] PHYSICAL PRESENCE OR [ ] ONLINE NOTARIZATION, THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ BY \_\_\_\_\_,

AS \_\_\_\_\_ OF \_\_\_\_\_ A FLORIDA CORPORATION, SUCH PERSON [ ] IS PERSONALLY KNOW TO ME OR [ ] HAS PRODUCED \_\_\_\_\_ AS IDENTIFICATION.

SIGNATURE OF PERSON TAKING ACKNOWLEDGEMENT \_\_\_\_\_

PRINT NAME OF NOTARY PUBLIC \_\_\_\_\_

COMMISSION EXPIRES: \_\_\_\_\_

COMMISSION NUMBER: \_\_\_\_\_

# Sample language for HOA or CDD - Homeowner's Association or Community Development District:

## ACCEPTANCE OF RESERVATIONS

\_\_\_\_\_, A FLORIDA NOT-FOR-PROFIT CORPORATION, HERBY ACCEPTS THE DEDICATIONS AND/OR RESERVATIONSTO SAID ASSOCIATION AS STATED AND SHOWN HEREON, AND HERBY ACCEPTS ITS MAINTENANCE OBLIGATIONS THIS \_\_\_ DAY OF \_\_\_\_\_, 2025, ON BEHALF OF THE \_\_\_\_\_ HOMEOWNER'S ASSOCIATION, INC.

WITNESSES:

\_\_\_\_\_  
SIGNATURE

PRINT NAME: \_\_\_\_\_ BY: \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME AND TITLE

PRINT NAME: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF FLAGLER

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGE BEFORE ME, BY MEANS OF [ ] PHYSICAL PRESENCE OR [ ] ONLINE NOTARIZATION, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_, BY \_\_\_\_\_, AS OF \_\_\_\_\_, A FLORIDA CORPORATION, SUCH PERSON [ ] IS PERSONALLY KNOW TO ME OR [ ] HAS PRODUCED \_\_\_\_\_ AS IDENTIFICATION.

\_\_\_\_\_  
SIGNATURE OF NOTARY

PRINT NAME OF NOTARY PUBLIC \_\_\_\_\_

COMMISSION EXPIRE: \_\_\_\_\_

COMMISSION NUMBER: \_\_\_\_\_

## Sample language for Mortgagee(s):

THE UNDERSIGNED, \_\_\_\_\_, ("MORTGAGEE"), THE MORTGAGEE UNDER THAT CERTAIN MORTGAGE DATED \_\_\_\_\_, AND RECORDED IN O.R. BOOK \_\_\_\_\_, PAGE \_\_\_\_\_, PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA, HEREBY CONSENTS AND JOINS IN THE FOREGOING \_\_\_\_\_, AND SUBORDINATES ITS MORTGAGE LIEN ENCUMBERING ALL OR ANY PART OF THE PROPERTY (AS DESCRIBED IN THE FOREGOING AGREEMENT) TO THE AGREEMENT

\*These tips are subject to change at any time to accommodate regulatory and/or policy changes

## Sample language for Surveyor:

### QUALIFICATION STATEMENT OF SURVEYOR AND MAPPER

KNOW ALL MEN BY THESE PRESENTS, THAT THE UNDERSIGNED, BEING A LICENSED PROFESSIONAL SURVEYOR AND MAPPER, DOES HEREBY CERTIFY THAT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_, HE/SHE COMPLETED THE SURVEY OF THE LANDS AS SHOWN IN THE FOREGOING PLAT; THAT THE FOREGOING PLAT WAS PREPARED UNDER THE DIRECTION AND SUPERVISION OF THE UNDERSIGNED AND COMPLIES WITH ALL THE SURVEY REQUIREMENTS OF CHAPTER 177, PART 1, FLORIDA STATUTES; THAT SAID PLAT IS A CORRECT REPRESENTATION OF THE LANDS, FLOOD ZONES AND WETLAND BOUNDARIES THEREIN DESCRIBED AND PLATTED; THAT PERMANENT REFERENCE MONUMENTS HAVE BEEN PLACED AS SHOWN THEREON AS REQUIRED BY CHAPTER 177.091 (7) AND PERMANENT CONTROL POINTS WILL BE SET IN ACCORDANCE WITH SECTION 177.091 (8), FLORIDA STATUTES; AND THAT SAID LAND IS LOCATED IN FLAGLER COUNTY, FLORIDA AND THAT SAID LAND IS SUBJECT TO THE CITY OF PALM COAST PLATTING REGULATIONS.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Provide State License registration number, etc. \_\_\_\_\_

## Sample language for Reviewing Surveyor:

### REVIEWING SURVEYOR'S CERTIFICATIN

I, HEREBY CERTIFY THAT THE UNDERSIGNED IS A LICENSED PROFESSIONAL SURVEYOR AND MAPPER IN THE STATE OF FLORIDA, AND IS EITHER EMPLOYED BY, OR UNDER CONTRACT WITH THE CITY OF PALM COAST, FLORIDA. I ALSO CERTIFY THAT I AM NOT REPRESENTING THE OWNERS OF RECORD AS SHOWN HEREON. I ALSO CERTIFY THAT I HAVE REVIEWED THIS PLAT EXHIBIT AND FOUND IT TO COMPLY WITH THE REQUIREMENTS OF CHAPTER 177, PART 1, FLORIDA STATUTES AND FLAGLER COUNTY PLATTING REQUIREMENTS. THIS CERTIFICATION DOES NOT CONFIRM PERMANENT REFERENCE MONUMENT (PRM) OR PERMANENT CONTROL POINT (PCP) POSITIONAL ACCURACIES, NOR IS IT A CONFIRMATION (RE-SURVEY) OF BOUNDARY SURVEY DATA RELATIVE TO THIS PLAT.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Provide State License registration number, etc. \_\_\_\_\_

## Sample Language for City of Palm Coast:

### CERTIFICATE OF APPROVAL BY THE CITY OF PALM COAST

THIS IS TO CERTIFY THAT ON \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_, THE FOREGOING PLAT WAS APPROVED BY THE CITY OF PALM COAST, FLORIDA.

BY: \_\_\_\_\_

CITY OF PALM COAST LAND USE ADMINISTRATOR/PLANNING MANAGER

PRINT NAME: \_\_\_\_\_

ATTESTED BY: \_\_\_\_\_

CITY CLERK OF THE CITY OF PALM COAST

PRINT NAME: \_\_\_\_\_

## Sample Language for City Engineer:

CERTIFICATE OF APPROVAL BY CITY ENGINEER:

THIS IS TO CERTIFY THAT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, THIS PLAT WAS APPROVED.

BY:

CITY ENGINEER \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

## Sample signature block for County Clerk:

CERTIFICATE OF CLERK

I HEREBY CERTIFY THAT THE FOREGOING PLAT WAS FILED FOR RECORD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
at \_\_\_\_\_ FILE NUMBER \_\_\_\_\_.

BY: \_\_\_\_\_

CLERK AND EX-OFFICIO CLERK TO THE BOARD OF  
COUNTY COMMISSIONERS FLAGLER COUNTY, FLORIDA".

PRINT NAME: \_\_\_\_\_