



Survey Division/  
Property Management Department  
1112 Manatee Ave West, Bradenton, FL 34205  
Phone number: (941) 748-4501

## MEMORANDUM

To: Platting Surveyors  
From: Brian T. Bellino, Manatee County Surveyor and Division Manager  
Date: August 15<sup>th</sup>, 2023  
Subject: Final Plat submittal Guideline

**Plat Name:** \_\_\_\_\_

The following guidelines are intended to assist Manatee County’s Survey Division staff **and** their survey consultants in the submission and review of final subdivision plats.

It is the responsibility of the surveyor preparing and or submitting the plat and seeking approval prior to recording to review all relevant Florida Statutes including **Chapter 177, Land Boundaries, Part 1, Platting, the Florida Administrative Code (F.A.C.) Rule 5j-17 and Section 335 of the Land Development Code (L.D.C.) of Manatee County** and to comply with all regulatory and statutory requirements and conditions.

Submissions that have excessive deficiencies related to the above regulations may be returned to the applicant with minimal comments.

**To expedite the review process, it is requested that the following be provided:**

1. A valid boundary survey of the lands platted (.pdf/digital copy with required electronic signature and seal or paper copy). \_\_\_\_\_
2. A copy of the approved preliminary plat (.pdf or paper copy). \_\_\_\_\_
3. A copy of the CAD file (DWG, SPC-West, NAD 83/2011) with final submittal. \_\_\_\_\_

**Florida Statute 177 , F.A.C. Rule 5j-17, LDC: Boundary surveys and subdivision plats**

Boundary surveys and subdivision plats shall be prepared under the supervision and direction of a Professional Surveyor and Mapper licensed in the State of Florida pursuant to FS Chapter 472 and shall comply with the Standards of Practice for Professional Surveying and Mapping, Rule 5J-17, Chapter 177, Land Boundaries, Part 1, Platting, and the Land Development Code of Manatee County.

For matters concerning maintained right of ways, please contact the Public Works Maintenance Division Manager at 941-748-4501 Ext. 7494

The following items are for reference and guidance purposes only and do not include all rules and requirements. The recording Surveyor is responsible for compliance with all of the most recent revisions to the following codes and/or statutes.

**Manatee County L.D.C.:** **Summary:** **✓ or N/A**

**335 Final Plat Review Procedures:** \_\_\_\_\_

**335.12 Survey Data Required for Final Subdivision Plats:**

- A. Bench marks – Sufficient number (two for first 99 lots, +1 per 50 following)  
Originating mark(s) and their relationship to NGVD ‘29 and how that was determined. \_\_\_\_\_
- B. State Plane Coordinates (x2 including POB) \ Originating monuments (x2). \_\_\_\_\_
- C. Grid basis of bearings (Note) \ Plat description shall be grid. \_\_\_\_\_
- D. Lots and tracts in square feet \ Closure reports (with error of closure). \_\_\_\_\_
- E. Approximate design edge of water or seasonal for natural bodies of water. \_\_\_\_\_
- F. Minimum text height 3/32” \ Index map & Key maps provided. \_\_\_\_\_
- G. Vicinity map provided with clear access. \_\_\_\_\_
- H. Plat scale is 1” =50’ ( or request for variance made)\ Sheet size 18” x 24” \_\_\_\_\_
- I. Duplicate line and/or curve information not allowed. \_\_\_\_\_
- J. A lot is to be depicted in its entirety on a single sheet. Portions of tracts may  
be depicted on multiple sheets. \_\_\_\_\_
- K. The overall plat geometry shall be a single geometric figure described by  
metes and bounds. Area(s) not part of the plat shall also be described by metes  
and bounds. \_\_\_\_\_
- L. Lot and other plat data distance precision (note). \_\_\_\_\_

**805.1 Easements:**

Easements 5.00’ minimum front, side, rear \ 10.00’ front or rear alternative. \_\_\_\_\_

If all utilities are underground – so state (and acknowledge when aboveground) \_\_\_\_\_

- B. Water course, drainage easement. \_\_\_\_\_
- C. Slope easements (Acknowledge separately from the plat when there are none) \_\_\_\_\_

**805.2 Conservation Easements & Wetlands:**

- A. Lines depicting both the wetland and wetland buffer lines with perimeter geometry. \_\_\_\_\_

**Florida Statute 177:** **Summary:** **✓ or N/A**

**177.041**

- (1) Copy of signed, dated, and sealed Boundary Survey (see 472.025(1))  
[of the land(s) being platted]. Monuments at property corners 5J-17.052(1)(b) \_\_\_\_\_
- (2) Title opinion or Information report provided. \_\_\_\_\_

- 177.061 Platting Surveyors note of supervision and certification. \_\_\_\_\_
- Printed name and registration number of surveyor in responsible charge. \_\_\_\_\_
- Printed name, address, and certificate of authorization number of  
the legal entity if any following certification. \_\_\_\_\_
- 177.071 Board of County Commissioner’s certificate of approval. \_\_\_\_\_
- 177.081 County Surveyor’s Certificate of dedication and public use note. \_\_\_\_\_

*Template:*

CERTIFICATE OF APPROVAL FOR PLAT CONFORMITY

STATE OF FLORIDA)  
) SS  
COUNTY OF MANATEE)

The undersigned Professional Surveyor and Mapper employed by Manatee County, a political subdivision of the State of Florida, has reviewed this plat for conformity to Florida Statutes Chapter 177, Part 1, and section 335 of the Manatee County Land Development Code. The geometric data has not been verified.

Brian T. Bellino, P.S.M.	Date:
Manatee County Surveyor - Division Manager	
Professional Surveyor and Mapper	
Florida License No. 4973	

- (1) Dedication by the owners, per instructions from the County Attorney's Office, \_\_\_\_\_  
the "CERTIFICATE OF OWNERSHIP AND DEDICATION" is restricted  
exclusively to public dedications. It is suggested that the owner could assign or  
identify responsibilities of the private tracts as, "TRACT DESIGNATION AND  
EASEMENTS". If applicable, additionally record in the Official Records the conveyance of the  
referenced tracts (excluding public rights-of-way) to the  
appropriate entity since the plat is insufficient to convey title.
- (2) Public use (Easements, R/W, etc. presumed to be public unless otherwise stated) \_\_\_\_\_

The plat will be reviewed for conformity to all relevant Florida Statutes including Chapter 177, Land Boundaries, Part 1:  
The following is a sample of Chapter 177 requirements and does not represent a complete list of items subject to review.

177.091

- (3) Sheet format (Index map) - Sheet labeling format within the body of the plat to be, "Sheet x of x" and so forth. \_\_\_\_\_  
Sheet format (Match lines) - Sheet labeling format at match lines, same as above. \_\_\_\_\_
- (7) Permanent reference monuments must be placed at each corner or change in direction on the boundary of the lands being platted and may not be more than 1,400 feet apart. \_\_\_\_\_
- (8) PCP's set-in centerline set on the centerline of the right-of-way at the intersection and terminus of all streets, at each change of direction, and no more than 1,000 feet apart. \_\_\_\_\_  
Circle one: Set / Bonded?
- (9) Monuments set at all lot/tract/parcel corners, points of intersection, change of direction lines within the subdivision that do not require a PCP or PRM. \_\_\_\_\_  
Circle one: Set / Bonded?
- (11) Each plat shall show a description of the lands subdivided, and the description shall be the same in the title certification. Language should be verbatim. \_\_\_\_\_
- (13) Certificate of approval of the Clerk of the Circuit Court. (See template below) \_\_\_\_\_
- (16) Location and width of proposed easements and existing easements identified in the title opinion or property information report required by s. 177.041(2) must be shown on the plat or in the notes or legend, and their intended use shall be clearly stated. \_\_\_\_\_
- (17) All contiguous properties shall be identified by subdivision title, plat book, and page, or, if unplatted, land shall be so designated. Including rights of way. \_\_\_\_\_

Template:

**CERTIFICATE OF APPROVAL OF CLERK OF CIRCUIT COURT**

STATE OF FLORIDA :  
: SS  
COUNTY OF MANATEE :

I, Angelina Colonnese, Clerk of the Circuit Court of Manatee County, Florida, hereby certify that this plat has been examined and that it complies in form with all the requirements of the Statutes of Florida pertaining to maps and plats, and that this plat has been filed for record in the Plat Book \_\_\_\_\_, Pages \_\_\_\_\_ through \_\_\_\_\_, Public Records of Manatee County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk of the Circuit Court  
Manatee County, Florida

- 177.37 Mean High Water Survey if bounded by tidal waters. \_\_\_\_\_
- Non-tidal boundaries to Ordinary High-Water line where applicable.
- 177.507 Please provide copies of Certified Corner Records or identify current C.C.R. \_\_\_\_\_