

**Survey Division/
Property Management Department**

1112 Manatee Ave West
Bradenton, FL 34205
Phone number: (941) 748-4501



Guidelines and Procedures for Submittal of Certified Lot Splits

Boundary Surveys and Legal Descriptions and Sketches shall be prepared under the supervision and direction of a Professional Surveyor and Mapper licensed in the State of Florida pursuant to Chapter 472. All Boundary Surveys and Legal Descriptions and Sketches shall meet the Standards of Practice for Professional Surveying and Mapping as identified in Chapter 5J-17.051 - 5J-17.053 of the Florida Administrative Code (FAC), as well as, shall meet Procedures for Signing and Sealing Electronically Transmitted Surveys in Chapter 5J-17.062. All documents shall meet requirements as follows.

General Requirements: At a minimum, Certified Lot Splits shall include the following:

| ITEM | ITEM DESCRIPTION | YES | NO | N/A |
|------|---|-----|----|-----|
| 1. | There shall be three Boundary Surveys submitted for review, comment and approval. One Boundary Survey for the overall parcel (parent tract). One Boundary Survey for each Certified Lot Split (two). All three Boundary Surveys must comply with 5J-17.051 through 5J-17.053 of the Florida Administrative Code (FAC). In addition, a legal description and sketch shall be prepared for each Certified Lot Split (two). The legal descriptions and sketches shall meet Manatee County Survey Division guidelines and procedures for submittal. | | | |
| 2. | The Boundary Survey includes the Manatee County Property Appraiser's property identification number and subdivision/section information of the subject property, with its adjoiners. | | | |
| 3. | The Point of Beginning (POB) and one other described corner, generally opposite of the point of beginning, shall be georeferenced. Preferably to State Plane Coordinates, Florida West Zone, North American Datum of 83/2011. A different datum/method may be used. However, the method to determine the coordinates shall be noted with proper references to its applicable published/verifiable datum. The Datum may not be based upon an assumed datum. | | | |
| 4. | All three Boundary Surveys shall clearly depict, graphically and dimensionally, the area as described including its square footage and acreage. | | | |

| ITEM | ITEM DESCRIPTION | YES | NO | N/A |
|------|---|-----|----|-----|
| 5. | An AutoCAD file(s) (DWG, SPC-West, NAD 83/2011) will be required with all Certified Lot Split final submittals. | | | |
| 6. | Statement in the Surveyor's notes should state: The purpose of this Survey is a Certified Lot Split and is certified to Manatee County or include Manatee County in an applicable qualifying statement. | | | |
| 7. | Final submittals of Certified Lot Split shall meet the procedures for signing and sealing electronically transmitted surveys or other documents as outlined in FAC Rule 5J-17.062 and an executed submittal of this form. | | | |

The review of the Boundary Surveys provided to the Manatee County Survey Division should not be viewed as a quality assurance/quality control service or guarantee of completeness/accuracy by Manatee County. The review is intended to assist with protecting the public's interests with the ultimate responsibility for the content of the Boundary Survey falling to the Professional Surveyor and Mapper who prepared the document.

For any "No" response, please provide comments below.

| ITEM | ITEM COMMENTS |
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