FINAL PLAT
APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

All Final Plat Application Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT be accepted for processing. Final Plat Application Submittal Packages shall be submitted to the DRC Coordinator by calling (850) 595-3472 to schedule an appointment Monday thru Wednesday. The deadline to submit a COMPLETE Final Plat Application Submittal Packages is 11:30 am every WEDNESDAY. For specific information required on the final plat, refer to each Department's Checklists.

- ❑ 1)Transmittal letter from the applicant naming the project, identifying the materials being submitted, what phase and number of lots being submitted, and specifically commenting on how (if) each of these requirements are being addressed. The project name on all documents shall be consistent.
- ❑ 2) A completed Project Information Form completely filled out prior to submittal of the application package. WARNING: This form must have the street address of the project site or it will not be accepted.
- ❑ 3) A check made out to Escambia County for $700.00 for initial submittal fees. Please call the DRC Coordinator Department at (850) 595-3472 to verify submittal amounts & schedule an appointment.
- ❑ 4) A set of final plat plans. Each shall be folded or they will NOT be accepted.
- ❑ 5) A current certified Boundary Survey identifying amount of acreage and mean highwater line, if applicable.
- ❑ 6) A Two year Warranty Agreement/Guarantee of roads/drainage easements. **If not submitted it may hold up approval.**
- ❑ 7) As-built Certification and As Built Plans. **If not submitted it may delay BCC approval***
- ❑ 8) Title certificate or policy less than 1.5 years old (LDC 4.02.07.B.6.q)
- ❑ 9) A copy of the Subdivision and Street Name Approval Letter provided by Addressing Department.
- ❑ *10) Original Restrictive Covenants, By-Laws & Articles of Incorporation in recordable form.(LDC 4.02.07.B.6).
- ❑ *11) Mortgage Adjoinders/ Ratification of Plat
- ❑ *12) Hold Harmless Agreements
- ❑ *13) Deed for Conservation Easement (To be recorded)
- ❑ *14) Acknowledgement of Density Transfer
- ❑ *15) Public Access Easement
- ❑ *16) Stormwater collection area warranty deed.
- ❑ *17) Public Utility & Drainage Easement Deed
- ❑ 18) One **CD** with all of the above information included. Each document must be in an individual PDF format (ex. A five- page form is to be converted into ONE PDF document.)

***NOTE: All legal documents must have county legal department approval prior to disposition report sign off and final comparison submittal. Please sign all original recordable documents, in blue ink. Please include notation on all original recordable documents stating that after recording, return to County Surveyor, 3363 West Park Place, Pensacola, Florida 32505. If applicable seal's (raised Embossed) will be required.**