



**REQUIRED PLATTING DOCUMENTS FOR
SUBDIVISIONS - SUBMITTAL CHECKLIST**

Development Services – Planning Division
150 N. Lakeshore Drive | Ocoee, FL 34761
Phone: 407.905.3157 | Fax: 407.905.3158

Received Date – Office Use Only

Name of Subdivision: _____ **Project No. :** _____

ALL SUBMITTALS MADE TO THE CITY OF OCOEE PLANNING DEPARTMENT.

Do NOT submit any ORIGINALS until the “Final Submittal”.

Anything received after noon will be processed on the following business day.

A Complete Application includes the following:

- Application with two thousand dollars (\$2,000.00) for plat review fee plus \$1,000.00 deposit, if not currently on file. This fee is in addition to Review Costs which will be charged to the developer for legal fees, surveying fees and recording.
- Five (5) copies of Proposed Final Plat. (Mylar is not turned over to the City until staff approves the Plat and related documents.) (Engineering, Planning, Building, Surveyor & Legal)
- Five (5) copies of Boundary Survey certified to the City of Ocoee. (Engineering, Planning, Building, Surveyor & Legal)
- Two (2) draft copies of Joinder and Consent to plat signed by mortgage holders, if not shown on the plat. (Legal & Surveyor)
- Two (2) copies of Title Opinion or Title Certification per Section 177.041(2) Florida Statutes including copies of all documents referenced therein. (Must be less than three [3] months old.) (Legal & Surveyor)
- Three (3) draft copies of Homeowners/Property Owners Association documents, deed restrictions, covenants, articles and by-laws including provisions required by Final Subdivision Plan. (Planning, Legal & Engineering)
- Two (2) draft copies of Warranty Deed for public or private site conveyances together with drafts of Partial Release of Mortgage, if applicable (i.e.–lift station, school or park site). (Engineering & Legal)
- If project is served by Orange County Utilities, applicant should also be coordinating to meet Orange County Utilities Department’s requirements.

SUBMITTAL – TO BE SUBMITTED 45 DAYS PRIOR TO RECORDING

- Two (2) copies of the estimated cost of improvements (copy of contract) if platting is required prior to Certificate of Completion. (Engineering & GASB file)
- Two (2) copies of Performance Surety for uncompleted improvements (cash deposit or irrevocable Letter of Credit), if platting is required prior to Certificate of Completion. (Engineering & Legal)
- Two (2) copies of Developer and Homeowner’s Association Agreement for Upgraded Street Lights (if applicable). (Engineering & Legal)
- Three (3) copies of Traffic Enforcement Agreement (for gated communities only). (Engineering, Police & Legal)
- If project is served by Orange County Utilities, applicant must submit certifying evidence of Orange County’s approval with respect to utility requirements. Copies of any approved deeds and easements must also be submitted.
- Letter from Orange County 911 Fire and Rescue Division approving street names. (Developer must send a copy of proposed plat to Orange County 911 for approval of street names.) (Addressing)
- Original** and one (1) copy of “Statement of Lien Settlement Requirements” form. (This is obtained from the Orange County Property Appraiser’s Office.) (Legal & Engineering)

SUBMITTAL – ITEMS TO BE SUBMITTED FOR APPROVAL & RECORDING:

- ALL SIGNED ORIGINALS ARE DUE TWO TUESDAYS PRIOR TO COMMISSION MEETING including executed mylar, deeds, easements, declarations, Letter of Credit and other applicable documents.
- Original** “Statement of Lien Settlement Requirements” form. (This is obtained from the Orange County Property Appraiser’s Office.) (Legal & Engineering) NOT OLDER THAN 30 DAYS
- Doc Stamp Explanation Form (If filing a deed as a related document).
- Updated Title Opinion or Title Certification, if previous submittal is more than ninety (90) days old.
- Surveyor’s Certification Letter (original)