

**SECTION 16.0 SUBDIVISION PLAT  
LAND DEVELOPMENT CODE PART 5.01.01.C.1**

**Section 16.01 Purpose**

The purpose of the Subdivision regulations is to set forth regulations regarding the subdivision and development of land in the unincorporated St. Johns County in order to protect the health, safety, welfare and general wellbeing of the citizens of St. Johns County. Section 5.01.01.C.1 of the Land Development Code requires any land divided into more than two (2) residential lots or parcels to be platted in accordance with Chapter 177, Florida Statutes.

**Section 16.02 General Information**

- A. Plats are submitted to the Development Review Division for review prior to being presented to the Board of County Commissioners for final approval.

Physical Address: 4040 Lewis Speedway, St. Augustine, FL 32084

Phone: (904) 209-0660

Fax: (904) 209-0743

Fee: [Fee Calculator](#)

- B. Construction Plans (paving, drainage, and utilities) must be approved prior to scheduling the plat for final approval by the Board of County Commissioners.
- C. All subdivision improvements including both on-site and off-site must be bonded in an amount equal to 115% of the total cost of construction (Land Development Code Sec. 6.04.08) prior to scheduling the plat for final approval by the Board of County Commissioners. The Required Improvements Bond shall be issued with an automatic renewal clause. If the property is located within a PUD with an approved Master Development Plan or the property has a valid Optional Preliminary Site Plan (OPSP) pursuant to DRM section 16A.0 and LDC Section 5.01.02, construction may commence prior to approval of a plat and bonding would be required pursuant to LDC Section 6.04.08. If the property is not located within a PUD or PRD and does not have an approved OPSP, subdivision improvements including both on-site and off-site must be bonded in an amount equal to 115% of the total cost of construction (including the two-lift system outlined in Section 6.04.07.F.3) prior to Subdivision Construction Plan approval.
- D. Interior sidewalks shown on the approved construction plans but not completed at the time an As-built Survey is submitted must be guaranteed by a separate bond at 115% of the total cost of construction, or a copy of the recorded Covenants and Restrictions requiring sidewalk construction by individual lot must be provided.
- E. For informational purposes if roads are dedicated to St. Johns County, upon release of the required improvement bond for construction a required

improvements bond for maintenance (LDC 6.04.08C) will be required. It is the Developer's responsibility to maintain the bonded improvements until release of the required improvements bond for maintenance (LDC Sec.6.04.08D).

### **Section 16.03 Application Process**

A. The following items must be submitted to process an application for final plat approval:

1. A completed Application.
2. Ten (10) copies of the proposed plat.
3. A Title Opinion.
4. A signed and sealed construction bond estimate, prepared by a Florida Registered Professional in good standing, for roads, drainage and utilities (including off site required improvements). Include bid sheets, or other itemized documentation (quantity, unit cost, total cost, etc.) to support the cost estimate.

In addition, please provide separately the total cost of all roadway and drainage improvements to be dedicated to St. Johns County, and the total area (acre or sq. ft.) of the right-of-way or other lands to be dedicated.

5. Boundary survey.
6. Please submit one digital copy of each plat in "dwg" format via email to [cbowens@sjcfl.us](mailto:cbowens@sjcfl.us). The digital line work included in the dwg file must be an exact replica of the line work shown on the plat submitted for review. The only data that should be included "dwg" file is listed below. There should be no other data or layers in the file that are frozen, turned off, or locked. This must be one seamless file of the entire area being platted. The St. Johns County GIS Division will be responsible for any rotation and/or translation, so it is not necessary to translate or rotate to any particular coordinate system or bearing structure.
  - a. Boundary lines, lot lines, and road centerline on a layer named "plat".
  - b. Lot numbers and road names on a layer named "plat\_text".
  - c. Jurisdictional lines (that are shown on the plat within the boundaries of the platted lands) on a layer named "wetlands".
7. Provide a copy of this plat showing all utility company's required easements with the utility company's approval stamp on each sheet of the plat.
8. Review fee

## Section 16.04 Review Process

- A. Plat and supporting documents are routed to all applicable departments. The review time is 10 working days.
- B. If a resubmittal is required, it will be routed for a 8 working day review. All subsequent submittals will be routed for a 8 working day review.
- C. Replats or plat vacations, not within a PUD or PRD, that propose any public right-of-way modifications or that may affect the ownership or right of convenient access will require a hearing before PZA for a recommendation to the Board of County Commissioners. All plats and replats within the Ponte Vedra Zoning District shall be heard before Ponte Vedra Zoning and Adjustment Board for a recommendation to the Board of County Commissioners.
- D. If the plat is a re-plat or plat vacation it will be subject to the notice requirements of Section 5.01.03, Re-plats & Vacations, of the Land Development Code.
- E. Once all comments have been addressed and the following items received, the plat will be scheduled before the Board of County Commissioners for Final Approval:
  - 1. One set of mylars with all signatures except for the County Officials, and all appropriate seals.
  - 2. A construction bond or letter of credit in an amount to be determined for a period of not less than 14 months from the projected Board of County Commissioners Meeting date.
- F. Once the plat is scheduled before the Board of County Commissioners, an updated title opinion will be required with a search date within 20 days of the Board meeting date. A search date within 30 days may be accepted if it includes a sworn statement certifying that the property owner has not taken any action that materially affects the title opinion or title certificate submitted. The title opinion must also include a statement that the current year and all previous years' taxes have been paid. The updated title opinion must be submitted a minimum of 72 hours prior to the Board meeting.
- G. The applicant may waive his/her right to a quasi-judicial hearing for the plat or replat of property. If the applicant waives the right to a quasi-judicial hearing, staff will place the plat or replat on the next available consent agenda of the Board of County Commissioners. However, should anyone request that the plat or replat be removed from the consent agenda, the plat or replat will proceed as a quasi-judicial hearing.
- H. Upon approval by the Board, the applicant will pay the recording fees to the Clerk of Courts office.
- I. After payment of recording fees and signing of the plat by County Officials the Clerk of Courts office will record the plat. Please note that the plat must be recorded

within 14 days of approval or the approval terminates and the process must be repeated including payment of review fees.

**NOTE: State Plane Coordinate Data Requirements**

State Plane Coordinates (North American Datum 1983/90) in U.S. survey feet shall be stated on the final plat mylar submitted for recording. State Plane Coordinates for at least two boundary corners of the proposed plat must be shown. These coordinates shall be derived from field measurements in conformity with F.S. Chapter 472. and F.A.CRule 5J-17. Survey accurate coordinate data is required premised upon the intended use (i.e. resource grade data is not acceptable.)

**NOTE: County "P.R.M." Requirements**

1. County "P.R.M." means a permanent reference monument which must:

(a) Consist of a metal rod (encased in concrete) having a minimum length of 18 inches and a minimum cross-section area of material of 0.2 square inches. The concrete shall have a minimum cross-section area of 12.25 square inches and be a minimum of 24 inches long.

(b) Be identified with a durable marker or cap with the point of reference marked thereon bearing either the Florida registration number of the professional surveyor and mapper in responsible charge or the certificate of authorization number of the legal entity, which number shall be preceded by LS or LB as applicable and the letters "P.R.M."

(c) Be detectable with conventional instruments for locating ferrous or magnetic objects.

(d) If the location of the "P.R.M." falls in a hard surface such as asphalt or concrete, alternate monumentation may be used that is durable and identifiable.

2. Permanent reference monuments must be placed at each corner or change in direction on the boundary of the lands being platted; however, County "P.R.M.'s" need not be set closer than 310 feet, but may not be more than 1,400 feet apart. In all cases there must be a minimum of four County "P.R.M.'s" placed on the boundary of the lands being platted. Where such corners are in an inaccessible place, "P.R.M.s" shall be set on a nearby offset within the boundary of the plat and such offset shall be so noted on the plat. Where corners are found to coincide with a previously set "P.R.M.," the Florida registration number of the professional surveyor and mapper in responsible charge or the certificate of authorization number of the legal entity on the previously set "P.R.M." shall be shown on the new plat or, if unnumbered, shall so state. Permanent reference monuments shall be set before the recording of the plat. The "P.R.M.s" shall be shown on the plat by an appropriate symbol or designation.



# St. Johns County Growth Management Department

Application for:

Date

Property Tax ID No

Project Name

Property Owner(s)

Phone Number

Address

Fax Number

City

State

Zip Code

e-mail

Are there any owners not listed?

 No Yes

If yes please provide information on separate sheet.

Applicant/Representative

Phone Number

Address

Fax Number

City

State

Zip Code

e-mail

Property Location

Major Access

Size of Property

Cleared Acres (if applicable)

Zoning Class

No. of lots (if applicable)

Overlay District (if applicable)

Water & Sewer Provider

Future Land Use Designation

Present Use of Property

Proposed Bldg. S.F.

Project Description (use separate sheet if necessary)

Please list any applications currently under review or recently approved which may assist in the review of this application including the name of the PUD/PRD:

I understand that reasonable inspections of the subject property may be made as part of the application review process. I understand that any material misrepresentations or errors contained in this application or supporting documents may void an approved application, at the reasonable determination of the County considering the Land Development Code, Comprehensive Plan, and other applicable regulations.

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of owner or person authorized to represent this application:

Signed By

Printed or typed name(s)



St. Johns County  
Land Management Systems  
Survey and GIS Divisions  
Plat Review Checklist  
*with references to Florida Statutes*

Plat Name \_\_\_\_\_

- 1. Original drawing Black Permanent Drawing Ink on Film (0.003 inches minimum thickness). 177.091 (1)
- 2. Sheet Size - 18" X 25" 1/2", 1/2" margin on Top, Bottom, & Right, 3" Left margin. *per Clerk of Court*
- 3. MAP BOOK \_\_\_\_\_ PAGE \_\_\_\_\_, upper Right hand corner. *per Clerk of Court*
- 4. SHEET NO. \_\_\_\_\_ OF \_\_\_\_\_ 177.091 (3)
- 5. Index Sheet if multiple pages with matchlines. 177.091. (3)
- 6. Clearly labeled matchlines to show where sheets match or adjoin. 177.091 (3) (*Check that adjacent sheet numbers are correctly labeled*).
- 7. Stated and graphic scale. 177.091 (4)
- 8. Sufficient size lettering and scale to show detail. 177.091 (4)
- 9. Plat name on each sheet (the same size and type of lettering, including the words "Section", "Unit", "Replat", "Amended", etc.) 177.091 (5) & 177.051 (1)
- 10. Name of surveyor or survey business, street, and mailing address on each sheet. 177.091 (5)
- 11. North arrow. 177.901 (6)
- 12. Bearing reference to a well established and monumented line. 177.901 (6)
- 13. Permanent reference monuments at every corner with appropriate symbol or designation (LB or LS Number) prior to platting. 177.091 (7) and *St. Johns County Development Review Manual Section 16.0 Notes*
- 14. Permanent control points on the centerline of R.O.W. with appropriate symbol or designation (LB or LS Number) within 1 (one) year or before required improvements bond expiration. 177.901 (8)
- 15. Monuments at lot corners - before the transfer of any lot or required improvements bond expiration. 177.091 (8)
- 16. Section, Township, and Range under the name of the plat with replatting information, if any. 177.091 (10) & 177.091 (17) (*verify this matches caption*.)
- 17. Name of the city, town, village, county, and state that the land being platted is in. 177.091 (10)
- 18. Caption (description) must be so complete that from it, without reference to the plat, the starting point and boundary can be determined. 177.901 (11)
- 19. Verify Plat Name is correct in all certificates and the A&D.
- 20. Adoption and Dedication with notary. 177.081 (2) & 177.091 (12)
- 21. Check that road names listed in the A&D match the map sheets.
- 22. Check that tracts and easements are addressed in the A&D.
- 23. Certificate of Approval and Acceptance by Governing Body. 177.071 & 177.901 (12)
- 24. Certificate of Clerk. 177.091 (13)
- 25. Surveyor's Certificate. 177.091 (13)
- 26. Surveyor's Certificate includes "That the plat was prepared under his or her direction and supervision and that the plat complies with all of the survey requirements of Chapter 177, Part 1, Platting.". 177.061
- 27. Printed name of the Surveyor; License Number; survey business name, if any; LB Number, if any; and address under the Surveyor's Certificate. 177.061
- 28. Certificate of Review by Professional Surveyor and Mapper. 177.081 (1)
- 29. Section lines and 1/4 section lines. 177.091 (14)

- 30. Point of Reference, if any. 177.091 (14)
- 31. Point of Beginning. 177.091 (14)
- 32. Bearings and distances around boundary. 177.091 (14) (run boundary closure) and (spot check key map with map sheets)
- 33. Street Names. 177.091 (15) (check key map with map sheets)
- 34. R.O.W. widths. 177.091 (15)
- 35. Waterways. 177.091 (15)
- 36. Location and width of proposed easements. 177.091 (16)
- 37. Location and width of existing easements identified in Title Opinion. 177.901 (16)
- 38. Bearings and distances for non concentric or non parallel easements. 177.091 (16)
- 39. Identify contiguous properties by Subdivision Title, Map Book and Page or if unplatted, so state. 177.091 (17) (check all Map Book and Pages listed are correct.)
- 40. Lot and block numbers must be progressive. 177.091 (18)
- 41. Bearings and distances on all Tracts. 177.091 (19)
- 42. Bearings and distances on all lots. 177.091 (19)
- 43. Bearings and distances on all roads. 177.091 (19)
- 44. If lot or boundary irregular, a witness line must be shown. 177.091 (19)
- 45. Curvilinear lots - show radius, arc, and delta. 177.091 (20)
- 46. Radial lines will be so designated. 177.091 (20)
- 47. Bearings or angles on all lines. 177.091 (21)
- 48. Bearings and distances on centerline streets. 177.091 (22)
- 49. Curved centerlines show arc, delta, radius, chord, and chord bearing. 177.091 (22)
- 50. Designate park and recreation parcels, if any. 177.091 (23)
- 51. Interior excepted parcels, as described in the caption, must be labeled "Not a Part of this Plat". 177.091 (24)
- 52. Show purpose of all areas dedicated on the plat. 177.091 (25)
- 53. Tabular data must appear on sheet which it applies. 177.091 (26) (check curve and line numbers that they agree with map sheet)
- 54. "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." 177.091 (27)
- 55. Easements referenced for Cable Television use. 177.091 (28)
- 56. Legend of all symbolized abbreviations. 177.091 (29)
- 57. Boundary survey. 177.041
- 58. Check access to public or dedicated right of way. *Informational*
- 59. Roads dedicated to the County must include in Adoption and Dedication reference to entity maintaining ponds and drainage easements with County having right to drain through said easements and ponds. *Informational*
- 60. Flood insurance should not be shown.
- 61. Top of bank should not be shown or if it is shown it should be a dashed line.
- 62. Check for land locked parcels.
- 63. Coordinate values shown on plat per County requirements.
- 64. Digital file of the platted lands per St. Johns County Development Review Manual 16.03.A.6.
- 65. If Vicinity Map shown make sure it correctly shows the location of the subdivision with North Arrow.