

REQUIRED PLATTING DOCUMENTS FOR SUBDIVISIONS

Name of Subdivision: _____ Project No.: _____

ALL SUBMITTALS TO CITY OF OCOEE PLANNING DEPARTMENT (Do not submit to attorney or any consultant).

Do NOT submit any ORIGINALS until the "Final Submittal".

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

FIRST SUBMITTAL

- Two Thousand Dollars (\$2,000.00) for plat review fee. 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 and it is scheduled on a City Commission agenda.) (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 & Engineering)
- Three (3) 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, Engineering & Surveyor)
- Five (5) copies of Boundary Survey certified to the City of Ocoee. (Engineering, Planning, Building, Surveyor & Legal)
- 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)
- Two (2) draft copies of Florida Department of Revenue DR-219 Form for each Warranty Deed. (Legal & Engineering)
- If project is served by Orange County Utilities, applicant should also be coordinating to meet Orange County Utilities Department's requirements.

SECOND SUBMITTAL

- 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 surety for uncompleted improvements (cash deposit or irrevocable Letter of Credit preferred, or Performance Bond [form on City of Ocoee web site in Land Development Code]), 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)
- Two (2) copies of Traffic Enforcement Agreement (for gated communities only). (Engineering & 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.) (Building & Engineering)

THIRD SUBMITTAL

- 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)

FINAL SUBMITTAL:

- ALL SIGNED ORIGINALS ARE DUE TWO TUESDAYS PRIOR TO COMMISSION MEETING including plats, deeds, easements, declarations, Letter of Credit and other applicable documents.
- "Statement of Lien Settlement Requirements" form. (Legal & Engineering) NOT OLDER THAN 30 DAYS
- Check made payable to Earl K. Wood, Tax Collector for proration of taxes including sixty (60) days from the date of final submittal.
- Updated Title Opinion or Title Certification if previous submittal is more than ninety (90) days old.