

**SUPPORTING DATA CHECKLIST  
PASCO COUNTY - PLAT SUBMITTAL ACCELA UPLOAD  
DOCUMENT REQUIREMENTS**

*A plat submitted in accordance with the Land Development Code, Sections 700.9 thru 700.11, Preliminary and Final Record Plat Review Procedures for Class III Developments (residential or commercial) subject to Ordinances 06-02 and 26-03 (effective 2/28/06) shall include, at a minimum, the supporting data listed below. Additional information will be required at the time of final review. Should you have any questions please contact the Surveying and Mapping Division at 727-847-8014 - Lisa Kral (1643). **Preliminary Final Plat Submittal will be rejected if incomplete.** Please submit the following via Accela:*

1. Effective 5/1/2020: A review fee of \$1,835.00 plus \$50 per lot and tract and a Natural Resources review fee of \$50 and GIS review fee of \$92 payable to: Pasco County Board of County Commissioners. Please e-mail [lkral@pascocountyfl.net](mailto:lkral@pascocountyfl.net) a copy of the check to verify fees prior to sending. Also please break out the individual fees and show in writing.  
Please note: Subsequent rounds of review will require an additional \$100 per re-review fee.
2. Pdf of the Preliminary Plat for distribution (24" x 36"). The Legal Description should not continue across the entire sheet, use a two (2) column format for the face of the plat. To provide ample space to write in the recording information, a box 1-inch by 3-inches (1" x 3"), labeled with PLAT BOOK\_PAGE\_\_\_\_\_ shall be placed within the upper right marginal line.
3. The minimum scale of the plat should be one-inch equals fifty feet (1" = 50') for lots with an area of less than one (1) acre. In the event the plat is for townhomes with lot widths of less than twenty-five feet (25') the minimum scale should be one-inch equals forty feet (1" = 40'). The minimum text size should be 0.08 times the scale of the drawing.
4. A pdf of the valid Boundary Survey (signed and sealed) of the area being platted.
5. A pdf of the stamped approved construction plans.
6. A pdf of current Certified Corner Record for the section corner(s) held. Pursuant to s.177.507 you are required to file a new C.C.R. with the department if the found monument is not substantially as described. This might be an N/A.
  - a. Or the C.C.R. does not have State Plane Coordinates shown (Pasco County requirement).
7. A pdf of the homeowner's / merchant's association Articles of Incorporation, By-Laws and Covenants, Conditions and Restrictions. Covenants are to include any "specific conditions" required by the SWFWMD permit. Additional phases should include any previous addendums to the master association. Articles of Incorporation must be recorded with the State. Covenants, Conditions, and Restrictions must be recorded in the Pasco County Clerk's Office. This might be an N/A
8. A pdf of the Letter of Good Standing from the Secretary of State. For Association not Owner. This might be an N/A
9. A pdf of the Certificate of capacity. This is usually an attachment with No. 10 below.
10. A pdf of the Pasco County Development Review Division Construction Plan, Agenda and Approval Letter.
11. If a private utility company is supplying water and/or sewer services, provide a pdf of acknowledgement from said utility verifying water/wastewater availability. This might be a N/A.
12. A pdf of an Ownership and Encumbrance Report covering the past 30 years. The O&E cannot be more than 6 months old at the time the plat is presented to the Board.
13. Include a completed pdf copy of the PLAT REVIEW CHECKLIST, a self-check for the complete platting process, Section IV of the Plat Procedures Guide, Survey Division website.
14. An AutoCAD of the plat as submitted.
15. Pdf of an Authority to sign. If person signing plat is not identified in SunBiz, documentation from the Owner, as shown on the plat, stating person signing has the authority to sign will be required. It might be a Corporate Resolution, LLC Agreement, Certificate of Incumbency and Authority, or some other form of documentation. This is not an Agent of Record form.
16. PRM inspection, if construction not completed. All 3 inspections: PRM, PCP, and Lot Corners if Construction Complete. Please request through me. County Survey is now performing these inspections. Please note that if reinspection of any of the above is required an additional \$370 per instance will be charge. Please note: Inspections must be completed and approved prior to final review of plat by the County Attorney.