

## ***DIVISION 19. FINAL PLAT***

### **Sec. 2.19.1. Applicability.**

The Final Plat shall be submitted for approval and recording in the public records of Marion County for each development where platting is required by this Code and shall comply with Ch. 177 FS. All subdivision improvements shall be dedicated private unless otherwise approved by DRC or required by this Code.

(Ord. No. 13-20, § 2, 7-11-2013)

### **Sec. 2.19.2. Submittal requirements.**

- A. Final Plat applications shall be submitted to the Office of the County Engineer.
- B. Fees have been established by Resolutions of the Board for various departments. Fee schedules are available online at [marionfl.org](http://marionfl.org).
- C. Digital submission of plans shall be coordinated through the Office of the County Engineer and available through a designated online portal.
- D. General application requirements shall be as shown on Table 2.11-1 Application Requirements.
- E. Boundary Survey and Title Opinion or Property Information Report. All Final Plats or replats submitted to Marion County must be accompanied by a boundary survey and title opinion or property information report in accordance with § 177.041 FS. The boundary survey must be performed preceding the initial submittal of the plat and the title opinion or property information report must be no more than 30 days old certifying the record title owner of the lands is as described and shown on the plat.
- F. Legal documents such as Declaration of Covenants and Restrictions, By-Laws, Articles of Incorporation, ordinances, resolutions, etc.
- G. Copy of control field notes and/or GPS observation and reduction information in a digital version in a format pre-approved by the Office of the County Engineer or hard copy form with closure report showing adjustment to Florida State Plane Coordinate System.
- H. A signed and sealed letter of intent, by the platting surveyor, will be submitted to the Office of the County Engineer prior to the final approval of the plat. This letter of intent will detail the setting of the PCPs and lot corners after recording and/or indicate that the setting of the monumentation has been guaranteed by bond/surety in accordance with § 177.091 FS.
- I. Copies of the current Certified Corner Record as submitted to the State of Florida by the signing surveyor and mapper, referencing any section corner shown or referenced by the plat shall be submitted to the County Surveyor prior to plat approval.

(Ord. No. 13-20, § 2, 7-11-2013)

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### **Sec. 2.19.3. Review and approval procedures.**

- A. An executed mylar (24 inches × 36 inches, 2 mil. thickness) and digital version of the plat, in a format pre-approved by the Office of the County Engineer, shall be submitted for use during review and approval by the Development Review Committee.
- B. If there are internal roads within the development, an additional digital version of the plat shall be provided in a format pre-approved by 9-1-1 Management for the purpose of maintaining the street centerline file.
- C. Upon approval by review staff, the executed mylar shall be signed by the County Surveyor and the Development Review Committee.
- D. DRC's approval shall be presented to the County Administrator or designee as the Administrative Official for Marion County for final action in accordance with § 177.071 FS. The Administrative Official's approval shall expire 90 calendar days from the date such approval was granted, unless within such period the plat is duly recorded in the public records of Marion County. The Administrative Official may extend this date.
- E. Upon approval by the Administrative Official, the signed plat shall be returned to the Office of the County Engineer for recording.

(Ord. No. 13-20, § 2, 7-11-2013)

### **Sec. 2.19.4. Completion and close out.**

- A. The Final Plat cannot be approved and recorded until all improvements are completed and accepted, or an improvement agreement has been approved by the Board.
- B. The Final Plat cannot be recorded until an application fee, a deposit sufficient to recover the estimated costs for advertising any public hearings, the appropriate fees for recording of the plat, and the appropriate fees for recording all accompanying documents have been submitted.
- C. No Final Plat shall be accepted for filing by the Clerk of the Circuit Court until it has been approved by the Administrative Official as indicated on the plat by this signature and that of the Clerk, and for the purposes of maintaining the improvements for this plat, a Community Development District (CDD), or other State recognized governmentally established special district for the purposes of maintaining the improvements for this plat has been established, or the process to establish a Municipal Service Benefit Unit (MSBU) satisfying the requirements of Sec. 6.3.1.F. has been commenced. To create the MSBU ordinance, the Municipal Service Taxing Unit/Assessment (MSTU) Department or its successor must receive a written request from the developer containing the proposed plat information, official development name, and agreement to pay associated advertisement costs for the required public hearings to establish the MSBU. Once the written request has been received by the MSTU Department and the ordinance has been approved by the County Attorney's Office, the above MSBU commencement requirement shall be deemed satisfied. Upon final plat approval, the MSTU Department will schedule a public hearing for the purpose of adopting the ordinance and establishing the MSBU. Except for property conveyed to the public or Home Owners Association/Property Owners Association (HOA/POA), title to property within the boundaries of the final plat cannot be conveyed until after the MSBU ordinance is adopted.
- D. After the Final Plat has been recorded, the Clerk of the Circuit Court will release the original plat to a printing company of the Developer's choice. The printing company shall, at the Developer's expense, furnish and deliver two mylar (2 mil. thickness) prints and five paper prints (to include two 24 inches × 36 inches and three 11 inches × 17 inches) and one electronic file in 400 dpi TIF Group 4 format on CD to the Clerk of the Circuit Court. All prints shall be of acceptable, recordable quality.

(Ord. No. 13-20, § 2, 7-11-2013; Ord. No. 23-09, § 3(Att. 3), 4-13-2023)