
ALACHUA COUNTY PUBLIC WORKS OPERATING PROCEDURE

DIVISION: **Transportation & Development**

SECTION: **Real Property/Survey**

PROCEDURE #: **ERE-6**

SUBJECT: **Record Plat Review**

DATE: **11/13/01** **REVISION #:**

PREPARED BY: **Bob Wigglesworth**

APPROVED BY: **Matthew Dominy, P.E., Director Of Public Works**

POLICY: **To establish procedure for review of proposed subdivisions prior to recording in the public records of Alachua County**

1. Public Works Development Review submits a copy of the proposed plat to the Survey Coordinator (PLS).
2. Plat is reviewed against County and State Subdivision regulations, as well as good survey practice.
3. Marked-up print, if necessary, is sent to surveyor along with letter indicating revisions that require further considerations. A copy is sent to engineer, if one is being used, and to Public Works Development Review.
4. Final submittal comes from Public Works Development Review and requires a Mylar, certified boundary survey, title certificate and calculations (if densification data is used).
5. Check final against marked-up print and title certificate to ensure compliance with all regulations.
6. The Survey Coordinator will sign and date Mylar, and staple title certificate to upper left corner of Mylar.
7. Give Mylar to County Engineer for signature and date, as well as his signature on any accompanying material furnished by Public Works Development Review.
8. Director returns Mylar and accompanying material to Survey Coordinator.
9. The Survey Coordinator gives the Mylar and any accompanying material to Public Works Development Review for further processing.