

If you have a disability and the format of this document interferes with your ability to access some information, please contact us at (239) 444-6150 during regular business hours (8:00am-5:00pm, Monday-Friday), and we'll gladly assist.

CITY OF BONITA SPRINGS

Community Development Department
9220 Bonita Beach Road, Ste. 111
Bonita Springs, FL 34135
Phone: (239) 444-6150
email: permitting@cityofbonitaspringscd.org

PLAT REVIEW APPLICATION

The following information is required to process your plat application. In order to facilitate the timely review of your submission; please provide ALL the items listed on the submittal checklist as well as answers to the following information:

Type of Plat: Preliminary Final Number of Lots: _____ Number of Tracts: _____
Development Order #: _____ Project Name: _____
Agent Name: _____ Phone Number: _____
Agent Address: _____

STRAP Numbers (attach additional sheets if necessary)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Utility Service Provider(s):
Electric: _____ Natural Gas: _____
Telephone: _____ Cable TV: _____

NOTE: The applicant is solely responsible for submitting the proposed plat to the appropriate utility entities and obtaining written review and recommendation from each entity. A copy of the utility entity response, including plat corrections and letters of review and recommendation, must be received directly from the utility entity By City of Bonita Springs Community Development’s Professional Surveyor and Mapper at the address indicated at the top of this application.

COPIES		SUBMITTAL REQUIREMENTS
SUBMITTED	REQUIRED	PRELIMINARY PLAT
	4	Paper prints (24"x36") set must be submitted.
	2	Title Certification meeting the requirements of Resolution 06-85, Rule 8.01. This certification must be no greater than 90 days old at time of submission. Legal description on face of plat must match legal description included in the certification.
	4	Boundary survey for the lands to be platted (Resolution 06-85, Rule 8.01)
	4	Property Owner Documents with completed checklist meeting the requirements of Rule 7.01 OR the book and page or instrument number reference to the previously approved and recorded documents covering the lands proposed for platting.
	1	Review fees in accordance with External Fee Manual
	1	CD or Flash drive of submittal in PDF

COPIES		SUBMITTAL REQUIREMENTS
SUBMITTED	REQUIRED	FINAL PLAT REVIEW
	1	Set of Mylars with all revisions and complete with all required signatures.
	3	A list of lot and tract sizes in square feet if not shown on the plat.
	3	Title Certification meeting the requirements of Resolution 06-85, Rule 8.01. This certification must be no greater than 90 days old at time of submission. Legal description on face of plat must match legal description included in the certification.
	3	All necessary consents and joinders not included on the face of the plat.
	3	Tax receipt for land to be platted showing all taxes due and owing under Florida Statutes Section 197.333 have been paid.
	3	Road name approval letters.
	3	Approved infrastructure surety document meeting the requirements of Resolution 06-85, Rule 12.01.
	3	Revised Property Owner Documents with checklist or City Attorney's Office approval letter for Property Owner Documents or evidence the approved documents have been recorded in the Public Records.
	3	A valid Certificate of Concurrence and a copy of the approved Development order to indicate all stipulations.
	3	Letters of review and recommendation from all applicable utility service providers.
	1	Review fees in accordance with external Fee manual plus check (made out to Lee County Clerk) for recording plat with Lee County.
	1	CD of submittal in PDF