



November 8, 2023

To: Developers/Engineer/Owner

Re: Final Plat Submittal Instructions for Developers

To Whom it May Concern:

All documents are submitted to the Engineering Department, 401 W. Venice Avenue, Venice, FL 34285 or via e-mail at jcreamer@venicefl.gov.

Step 1 – Final Plat and required documents listed below are submitted for review and a City review fee (\$226.28). Submit digital copies of all documents including Final Plat, 3 paper copies of the Final Plat for review and one paper copy of each required form. The Final Plat will be distributed to Planning, Engineering and Utilities to verify Final Plat is consistent with Preliminary Plat. Utilities reviews that all required easements are shown on the plat. **It is most efficient to submit the Required Forms (listed below) at the time the Final Plat is submitted.**

Required Forms, Bonds and documents available at: www.venicegov.com Note: all documents must have the Developer name consistent with the plat documents)

- A. Professional Engineer's Certified Cost Estimate for Improvements for all common area improvements including drainage, water, sewer, reclaimed, lighting, sidewalk, landscaping, etc. These costs must be deemed reasonable based on FDOT rates by the City Engineer's office. The Cost Estimate may be submitted for review prior to obtaining the Completion Bond.
- B. Developers Completion Bond in the amount of 115% of the Certified Cost Estimate
- C. Declaration of Maintenance Responsibilities (if not addressed in Covenants, Conditions and Restrictions)
 - a. Exhibit A – Legal Description
 - b. Exhibit B – Site Plan/drawing clearly indicating area of declared responsibility
- D. Title Certification including approval by any mortgage holders if not signed directly on the plat (preferred as signatures on plat)
- E. Covenants, Conditions and Restrictions

Step 2 – Final Plat is sent to outside Surveyor for review for conformity with Florida Statutes and certified by a professional land surveyor contracted by the City and registered under FS Chapter 472 paid by Developer and verify the legal description based on the Title Certification.

Step 3 – Applicant is forwarded any comments from outside surveyor by the Engineering Office Assistant. All responses to comments must be submitted through the City and not directly to the outside surveyor. Once all comments have been addressed, one Mylar and three paper copies are submitted to the City signed by the Developer and original Surveyor.

Step 4 – The outside Surveyor is notified to come in and sign Final Plat once the Mylar and paper copies are delivered signed by the Developer and original Surveyor.

Step 5 – Developer is billed by Finance for the cost of the outside surveyor.

Step 6 – The Clerk's Office will calculate the two fees needed for the Recording. The Developer must provide these checks prior to being placed on the agenda.

Both Checks are written out to Sarasota County Clerk of Circuit Court. One is for recording cost, and one is the charge for the copy to be returned to the City.

Documents needing to be recorded:

1. Final Plat
2. Declaration of Maintenance Responsibilities (if applicable)
3. Covenants, Conditions & Restrictions

The Mayor, City Attorney and City Engineer sign the Final Plat once Council has approved.

Important: Building Permits cannot be issued until the Final Plat is recorded by the Property Appraiser's Office. The clerk's office will send out an electronic copy of the recorded plat to Building, Engineering & Planning when received.

For further information, please contact me.

Sincerely,

Jaime Creamer

Office Assistant

941-882-7411

jcream@venicefl.gov