



Guidelines for Plat Application Submittal

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. The application will not be processed unless the required documents are uploaded, as appropriate, for each submittal. Items in the Final Mylar Submittal Checklist may be uploaded with the Preliminary Plat Submittal at the applicants' discretion. Mylars should not be submitted until requested.

Preliminary Plat Review Submittal Checklist:

1. ** Certified Boundary Survey – Signed and sealed boundary survey meeting the requirements of Section H.2 of the City's *Technical Requirements for Plat Approval*. The legal description for the survey must match the legal description on the face of the plat.
2. Plat – The plat containing all the items specified in the City of Cape Coral's *Technical Requirements for Plat Approval*.
3. * Draft or Recorded Property Owner Association Documents – Association documents meeting the requirements of Section G.3. of the City's Technical Requirements for Plat Approval, including the Articles of Incorporation, Bylaws, Declaration, and the City's completed *Infrastructure Maintenance/ Property Owner Association Checklist*. Previously approved and recorded documents covering the proposed plat area may be submitted in lieu of draft documents.
4. Title Certification – The certification must be no greater than 90 days old meeting the requirements of Section H of the City's *Technical Requirements for Plat Approval*. The legal description on the face of the plat must match legal description included in the certification.
5. * Easement/Tract Location Table – Table containing information specified under Section I.3 in the City's *Technical Requirements for Plat Approval*.
6. * List of Lot and Tract Sizes in square feet, if not shown on the plat.

Final Plat Review Submittal Checklist:

1. Title Certification – The certification must be no greater than 90 days old meeting the requirements of Section H of the City's *Technical Requirements for Plat Approval*. The legal description on the face of the plat must match legal description included in the certification.
2. Consent and Joinder Documents - Fully executed original consent and joinder documents, unless the consent is on the face of the plat.
3. * Road name Approval letter(s) from Lee County Emergency Services (E-911).
4. Utility Service Providers Letters of Approval - Letters of approval from all applicable utility service providers.
5. Valid Tax Receipt - A validated tax receipt showing that taxes are paid on the lands to be platted consistent with [Florida Statutes Section 197.333](#) including a list of relevant STRAP #'s with G.I.S. base map depicting same. The plat will not be accepted absent proof as to payment of all taxes due and owing.
6. * Recorded Property Owner Association Documents OR evidence the approved documents have been recorded in the Public Records.

Mylar Submittal Checklist:

1. Surety Documents - Pre-approved assurance of completion (letter of credit, bond, or escrow account) approval or a certificate of completion for all subdivision improvements and survey monumentation.
2. One (1) set of Mylar drawings with original signatures and seals.
 - a) All signatures must be signed with black permanent waterproof ink.
 - b) Impression seals must be raised and clearly readable.
 - c) Ink print seals must be permanent black waterproof ink and clearly readable.
 - d) All seals for surveyors, notaries, banks, corporations, etc, must be placed within the sheet margins established for the plat. Seals must appear on the same page as the signature to which it relates.

Original Surety Documents and Mylars should be hand delivered to Peter Kachinoski or Heather Plummer at the address below:

City of Cape Coral
Department of Community Development
Development Services Division
1015 Cultural Park Blvd
Cape Coral, FL 33990

* These documents are not required for replats when only adjusting lot lines.

** A boundary survey may not be required for some replats where no improvements have been constructed per Florida Statutes Chapter 177.041(1).