



## Department of Engineering and Public Works

### Land Development Division

2300 North Jog Road  
West Palm Beach, FL 33409  
561-684-4090

**We have prepared this document in hopes that a careful review of the following tips and “most frequent comments” given during the review will help to facilitate the Technical Compliance (platting) process.** *The purpose of Technical Compliance is to provide a multi-agency review of the proposed plat and any required constructions plans (Refer to [Article 11 \(Chapter B, Section 1: Technical Compliance\)](#)).*

1. To begin the review process, submit a Technical Compliance application online through [ePermits](#).
2. Upon submittal, the project will be assigned a Project Coordinator. This will be the primary point of contact during the platting process. Direct all correspondence through them.
3. Within 30 calendar days, either an approval letter or the first comments letter will be mailed to the applicant or applicant’s agent. Click [here](#) for the review timeline.
4. The project surveyor must prepare the plat in accordance with the requirements pursuant to Florida Statute Chapter 177 ([Part I Platting](#)) and Article 11 ([Chapter D, Section 1 Requirements for the Preliminary and Final Plat](#)) of the Unified Land Development Code for Palm Beach County.
5. Where construction plans are required, the project engineer must prepare the construction plans for required improvements pursuant to Article 11 ([Chapter E, Required Improvements](#)) as well as other applicable state and federal requirements.
6. Utilize the Land Development Division [website](#) to access the current:
  - a. Design Standards Manual
  - b. Forms for Platting
7. Utilize the checklist of “Most Frequent Comments” as you review your plat and construction plans prior to submittal.
8. When you are ready to submit your plat for Final Recordation make sure that:
  - o The owner and/or developer name on all forms match that as shown on the approved plat.
  - o HOA documents have been approved, but not necessarily recorded, by the County Attorney.
  - o The Notary Seal is legible and does not smear. A non-porous, permanent ink that dries through evaporation works best with a mylar (for example: Phillips Industrial Marking Ink #40). Or, preserve the ink seal imprint by spraying it immediately with an aerosol acrylic sealer like Krylon No. 1303 Crystal Clear Acrylic Spray Coating (<http://notaries.dos.state.fl.us/education/faq/sol.html>).
9. Include a CD with a digital copy of all documents with each submittal.
10. Here are some useful links to reference as you prepare your plat:
  - a. [Palm Beach County Property Appraiser](#)
  - b. [Clerk of the Circuit Court](#)



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### “Most Frequent Comments” Checklist

*The following checklist compiles the most frequent comments that we produce in our comment letters. Utilize this checklist to review your plat and plans prior to submittal. This checklist **does not** replace the requirements of Article 11, Florida Statute Chapter 177, or 5J-17 F.A.C. or any other applicable requirements and is only provided as a courtesy.*

#### Plat

- The control number is shown on the cover page of the plat.
- 1-3/4” diameter circle for the Clerk’s seal is shown directly underneath and to the left of the 3” x 5” box on Sheet 1 and add the label of “Clerk”.
- Title of the plat agrees with the subdivision name as shown on the approved site plan.
- All language matches the Land Development Platting Forms.
- Existing right-of-way information is identified by leader and label.
  - The existing right-of-way record information of conveyances at the ultimate R/W lines, lying adjacent to public or privately owned properties is shown.
  - The existing ultimate R/W width must be shown and shall be verified against the record information referenced. Rights-of-way are identified as public or private.
- All radial lines are shown and labeled at all non-tangent corners on the perimeter and interior boundaries.
- State Plane Coordinates are shown and noted on at least (2) Control PRM’s located on opposite sides or ends of the perimeter boundary. Refer to [Forms for Platting](#), 11.A.9-9 Surveyor and Mapper’s Notes.
- The Plat and Final Subdivision Plan (or Final Site Plan) are consistent:
  - All easements are shown on the plat, final subdivision plan and construction plans in the same location and the same size
    - Refer to the Title Commitment and include any Easements that are Blanket in nature and any Non-Plottable Reservations into the “Surveyor and Mapper’s Notes” of the Plat.
    - Easements shown as to be abandoned on the site or subdivision plans must still show on the plat until they are legally abandoned
  - Bearings and distances are consistent between the final subdivision plan and the proposed plat
  - If right of way is being dedicated to Palm Beach County, a warranty deed is typically required and handled through Right of Way Section in the Roadway Production Division at 561-684-4150.

#### Survey

- Boundary Survey must show the following along with their associated notes supporting the plat:
  - All easements of record

- Geometry
- Grid coordinates
- Ties
- All apparent usages, existing improvements and/or encroachments are shown with tie along the boundary lines.
- Show or note a comparison between the underlying Plat and Deed bearings and distances vs. the “Measured”, “Found” or “Calculated” bearings and distances on the perimeter boundary pursuant to the “5J-17 F.A.C.” for land surveying in the State of Florida.
- Show a table of the Schedule B-II exceptions and list the current disposition of each item listed therein (i.e. Plotted, Not Platted, Blanket in Nature, Not Applicable, etc.).

### **Construction Plans**

- **The most common issue is that plans do not match between consultants.** Check for consistency between the construction plans, plat and final subdivision plans and stormwater calculations and pipe sizing spreadsheet:
  - All easements on the plat are shown on the construction plans in the exact same location and the exact same size.
  - Easements that are to be abandoned are shown on the plat and construction plans until they are legally abandoned.
- Line types are consistent throughout the plan and are generally consistent with industry standards.
- Use the current Land Development Design Standards Manual details in your plans. Any deviation from the standards must be approved by the County Engineer.
- Refer to the Traffic Division’s T-P-18 for pavement marking and signage.
- The FEMA flood zone is identified on the plans and if in a flood zone, a memo is sent to the Building Division.
- Ensure that offsite flow is protected up to the 25 year / 3 day storm event, or other approved storm, and that perimeter ditches are provided where needed.
- Cross sections at the property boundaries are shown and drawn to scale.
- The design storms and their respective peak stages are shown in the construction plans.
- Ensure accurate cross sections are shown for all perimeters.

### **Miscellaneous**

- Line types are consistent throughout the plat and/or construction plans and are generally consistent with industry standards.
- There are no missing leaders.
- Text is not truncated, not obscured by graphics and no overprints.
- No truncated text or symbols along the match line.
- Curve and line data that extends over more than one sheet is repeated on each sheet at or near the match line.
- All abbreviations and symbols are shown in the legend.
- All text, even that in details, is a minimum height of 0.10-inch.

Updated: 4-17-19, 8-21-19, 8-13-2020