



Development Services

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Subdivision Plat Application and Approval Guide

This guide is intended to help you submit the required application and documents to receive a Lee County Subdivision Plat.

This guide includes these sections:

1. [Subdivision Plat Description](#)
2. [Schedule an Informal/Pre-application Meeting](#)
3. [Apply for a Subdivision Plat](#)
 - Complete your application package, which includes the application AND all required supporting documents
4. [Pay your fee\(s\)](#)
5. [Understand the review process and track your application](#)
6. [Closure of Subdivision Plat](#)
 - Provide final mylars to Lee County for signatures and recording with the Clerk of Court
 - The plat must be recorded before building permits can be submitted

1. Subdivision Plat Description

Development Services reviews and processes applications for the recording of plats for residential and commercial subdivisions in accordance with [Chapter 177, Florida Statutes](#).

The review and approval process is administrative in nature and, in addition to Chapter 177, F.S., is governed by [Lee County Administrative Code 13-19](#).

If you have questions or need additional information regarding the plat approval process, call us at 239-533-8585.

Need Help? Contact us @ PODDevRev@leegov.com with your detailed questions.

2. Schedule an Informal/Pre-Application Meeting

Prior to the submission of an application for approval, applicants are encouraged to schedule an informal meeting with Community Development staff members to discuss details of the proposed project and to obtain general guidance on the application process. These meetings help to advance a conceptual plan for development prior to submitting the formal application.

Request an [Informal / Pre-Application Meeting](#) via eConnect or [download](#) the form and e-mail to informals@leegov.com.

3. Apply for a Subdivision Plat

A complete application package includes: filling out the eConnect form fields and adding all required supporting documents as attachments.

All applicants are **REQUIRED** to use [eConnect](#) to electronically submit their application package.

eConnect Application Package (Electronic Submission)

Register for eConnect

To apply for a Lee County subdivision plat online, you must first register at [eConnect](#). Instructions for **New Users: Register for an Account** are included on the eConnect login page.

Review the [eConnect Users Guide](#) for more details about using eConnect.
Also see **eConnect Instructions** highlighted throughout this guide.

eConnect Steps

Once you have logged into [eConnect](#), select the *Development Services* menu to *Create an Application*. Review the general disclaimer terms and select the checkbox to *Continue the Application*.

1. Select a Record Type

On the *Select a Record Type* screen, select **Plat**. Select the radio button and *Continue Application*.

2. Provide the Property Information (* indicate required fields) to identify the property for which the application will be used. Search by one of the following: Address (using the required fields Street No., Street Name and Zip) or Parcel (using Parcel Number).

eConnect Instructions: If multiple addresses are found, they will be displayed in the *Address Search Result List*. Use the radio button to select the desired record, then click *Select*.

Once search results are returned, the other fields on the screen will automatically populate. Review information for accuracy and *Continue Application*.

3. Applicant and Contacts

To associate the Applicant and Contact(s) with the application using either: *Select from Account* or *Add New*.

Note: The Applicant listed in eConnect will receive all notifications from the County related to this application.

4. Project Detail Fields

Provide the project detail listed below.

- **Project Name:** What is the name of the project?
- **Detailed Description:** Provide a complete and accurate description of the proposed project and *Continue Application*.
- **Name of Plat:**
- **Number of Lots:**
- **Number of Tracts:**
- **Phase:**
- **DO Number: Development Order number**

- **Applicant Acknowledgement:** A checkbox with these instructions - Please check here to acknowledge the requirement for a completed application, and supporting documentation, to be uploaded with this online application. Failure to comply shall result in the rejection of your online application. "By clicking the checkbox, you are acknowledging the requirement for a completed application, and the supporting documentation, to be uploaded with this online application."

5. Attachments

In the Attachment window *Add* the required and conditional documents that are a part of a completed application package. Name uploaded files with brief, descriptive and identifiable titles (e.g. Application, Site Plan, etc.) (Use list of documents in the next section).

Required Documents

Notice: Lee County may require additional supporting documentation to process the development order. Additional restrictions applicable to this property that may be found in public records, and there may be additional permits required from other governmental entities such as water management districts, state or federal agencies.

1. Cover Letter

Prepare a cover letter to outline the submission that includes a list of attached documents with each document appropriately named.

2. Affidavit of Authorization

Prepare the required [Affidavit of Authorization](#). The signatory represents that they are either the owner or the authorized representative of the owner(s) of the property and that they have full authority to secure the approval(s) requested and to impose covenants and restrictions on the referenced property as a result of any action approved by the County in accordance with the application and the Land Development Code. The Affidavit must be notarized. [\[10-153\]](#)

3. Plat

Prepare the sheet layout with these details:

- Sheet size 24"x36".
- 3" left hand margin; ½" other margins.
- Font – 0.10" high and clear and legible, no bleeding together or text overlap.
- Plat boundary lines, bearings and distances distinctly different.
- North arrow on each page and point to top or left.
- Plats of more than one page of layouts must have a key sheet with appropriate scale.
- Scale must be consistent so that placing match lines together will result in complete map at noted scale.
- D.O. and Plat case numbers must be included in the lower left corner next to margin boundary line.
- Space provided in upper right for recording # and page numbers (pages must be consecutive (1 of 3, 2 of 3, etc...)).

[AC 13-19 \(B\)](#)

[SHEET LAYOUT \[F.S. 177.091\(2\)\]](#)

Prepare the title block with these details:

- Subdivision name; must be unique.
- Font Size and Type.
 - Subdivision Name: Bold, at least 0.5" high
 - Section, Township, Range: Bold, at least 0.3" high
 - County and State: at least 0.25" high

- Replat recording references: at least 0.25" high
- Subdivision References. Each time the subdivision name is referenced on the face of the plat, all the information with respect to replatting and location must follow subdivision name.

[AC 13-19 \(C\)](#)

TITLE BLOCK [[F.S.177.051](#), [F.S. 177.091\(5\)](#), (10)]

□ 4. Legal Description

Prepare the legal description with these details:

- Boundary dimensions called in legal description must agree with bearings and distances depicted on the plat.
- If property previously platted, legal description must identify previous plat information.
- Legal description attached to title opinion or certification must match description on plat exactly.

[AC 13-19 \(D\)](#)

□ 5. Additional Mapping Requirements

Prepare the additional mapping requirements with these details:

- Location or vicinity sketch must be included on first sheet of plat, must show location relative to one or more arterial or collector roads and must show Section and Township lines.
- Tabled dimensions on same sheet as lines they are referencing.
- Bearings must be actual references, cannot be assumed.
- Must use either (') at end of each distance or note defining all distances are in feet.
- On plat boundary, where dimension line will fit call must be placed on the course and not in a table. To extent possible all outbound call on outbound side of line.
- Bulkhead or mean high water lines, if applicable, must be shown.
- Street access to lots and parcels must comply with LDC requirements. Must have access to county road system.
- Lots or tracts must comply with all applicable Land Development Code regulations.
- Abutting subdivisions identified by name and recording reference, must be phantom, dashed, dotted or lighter solid lettering than that used to establish platted boundary. If adjoiner is not platted, must be labeled "unplatted".

[AC 13-19 \(E\)](#)

□ 6. Dedication

Prepare the dedication with these details:

- Dedication must identify specific purpose of each tract or easement and the person or entity with right to use it.
- All elements of the infrastructure created by the plat must be dedicated to an appropriate entity with the power and authority to maintain improvements. Cannot be property owner.
- Reservation of rights to property owner is permitted subject to compliance with # 2 above.
- Dedication must be executed with deed formality. 2 witnesses and notarized.
- Easements or rights dedicated to Lee County or the public are deemed accepted upon execution and recording of plat. However county not responsible for maintenance without separate formal action of BOCC.

[AC 13-19 \(F\)](#)

❑ 7. Infrastructure Maintenance / Property Owner Association Documents

Prepare to include the infrastructure maintenance / property owners association documents with these details:

[Checklist](#)

- Entity responsible for maintaining infrastructure improvements designated in dedication and legally existing prior to plat approval.
- Maintenance Entities
 - Property Owners Association may be established to provide maintenance of infrastructure.
 - CDD may be designated as entity responsible for maintenance of infrastructure. CDD must accept by either signing on the face of the plat in accordance with J.2.f or submitting executed Resolution from CDD Board of Directors stating acceptance (must be approved by CAO).
 - Property Owner is not acceptable maintenance entity but may reserve rights necessary to continue development of project as long as maintenance entity is also established and provided necessary dedicated interest.
- Property Owner Association documents and checklist.

[AC 13-19 \(G\)](#)

❑ 8. Title Certification

Prepare to include a title certification with these details:

The title certification or opinion must conform to the [approved form](#) and provide the following:

- Owner/owners of fee title
- Persons or entities holding mortgage
- All easements affecting property. General reference to easements and or restrictions is not sufficient.
- If easement cannot be plotted it must be identified as such, otherwise specific location must be shown on plat.
- Legal description must match, exactly, legal description on face of plat.
- Title certification or opinion must be less than 90 days old at the time it is submitted to the county in support of plat review.

[AC 13-19 \(H\)](#)

❑ 9. Boundary Survey

Prepare to include a boundary survey with these details:

Based on title certification or opinion, show all easements, no broad exceptions, blanket easements so noted otherwise shown on plat.

[AC 13-19 \(H\)](#)

❑ 10. Easements

Prepare to include a XX to show easements with these details:

- Existing Easements
 - Existing easements depicted on plat with recording info and brief description. If unable to be plotted, it must be noted as such.
 - Lots or tracts created over said easements are subordinate.
- Utility Easements

- Utility Review Letters. Applicant responsible for submitting to appropriate entities. It is the responsibility of the applicant to provide these letters.
- 10' wide utility easements adjacent to right of way on both sides of new roads.
- Utility easements in accordance with utility entity review letter.
- Reservation of interest or collocation of other easements must be specifically subordinated to the public utility easement use. Accomplished with appropriate language in dedication. Ex. "Easements collocated within platted utility easements shall be subordinate to the public utility easement."
- Easement/Tract Table: all previously existing easements and newly created easements and tracts depicted on the plat must be identified in a separate Easement/Tract Table. Must be 8.5x11, reference recording info, brief description, and location on plat.

[AC 13-19 \(I\)](#)

□ 11. Notices and Signature Blocks

Notices must appear on first page of plat, as follows: In **bold**, 20 point type (.277 inches) or larger.

NOTICE

Lands described in this plat may be subdivided by the developer without the roads, drainage, water and sewer facilities being accepted for maintenance by Lee County. Any purchaser of a lot in this subdivision is advised to determine whether the lot may be subject to assessment or called upon to bear a portion or all of the expense of construction, maintenance, or improvement of roads, drainage, water and sewer facilities.

NOTICE: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this County.

For property located within Airport Noise Zones B, C, and D, the plat or replat must include the following notice:

Notice: The SOUTHWEST FLORIDA INTERNATIONAL AIRPORT IS IN PROXIMITY TO THIS (INSERT NAME OF PLAT, CONDOMINIUM, OR DEVELOPMENT, AS APPROPRIATE). THERE IS POTENTIAL FOR NOISES CREATED BY AND INCIDENTAL TO THE OPERATION OF THE AIRPORT AS OUTLINED IN LEE COUNTY LAND DEVELOPMENT CODE SECTION 34-1104.

- Signature Blocks related to Certification and Approval.

Review by County Professional Surveyor and Mapper

Review by the designated County PSM determined that this plat conforms to the requirement of F.S. Ch. 177, Part 1.

Gary W. Rashford, PSM - LS 6305
Lee County Designated PSM

Preparing Surveyor’s certification

I hereby certify that the attached plat of _____(a replat of ... as recorded at Plat Book ...) was prepared under my direction and supervision and complies with all of the survey requirements of Chapter 177, Florida Statutes. I further certify that the permanent reference monuments (PRMs) have been placed at the locations shown on the plat.

Name of Preparing Surveyor, PSM (Registration number)
Name of Business Entity (Business Entity Certificate Number)
Surveyor’s business address.

Clerk of Court Certification

I hereby certify that the attached plat of _____(a replat of ... as recorded at Plat Book...), a subdivision located in Section __, Township __, Range __ East, Lee County, Florida, was filed for record at __: __.m., this __ day of ____, 20__ and duly recorded as Instrument # _____ in the Public Records of Lee County, Florida.

Linda Doggett
Lee County Clerk of Court

County Approvals

This plat is accepted and approved by the Board of County Commissioners, Lee County, Florida this __ day of _____, 20__.

(name of current board chair)
Board Chair

Linda Doggett
Lee County Clerk of Court

David M. Loveland
Director, Department of
Community Development

Jessica Sulzer, P.E.
Manager Development Services

(Name of County Attorney reviewing plat)
Assistant County Attorney

- Mortgage Consent and Joinder. May either appear on face of plat or be executed as a separate document recorded in conjunction with the plat.
- CDD Acceptance and Acknowledgement. If portions of infrastructure dedicated to a CDD, then CDD must accept by either signing on face of plat or by Resolution approved by CAO and recorded in conjunction with plat.

[AC 13-19 \(J\)](#)

❑ 12. Monumentation

Prepare to include monumentation with the following details:

- PRMs
 - Must be set in accord with F.S. §177.091(7).
 - Must be set prior to recording.
 - Surveyor’s certification on plat substantiates compliance.
- PCP’S
 - Must meet definition set forth in F.S. §177.031(13)
 - Must be set in accordance with provisions in F.S. §177.091(8)
 - Must be set prior to expiration of onsite infrastructure surety, or approval of final release of surety document.
 - Surveyor must submit affidavit PCP’s are set as identified on recorded plat.
- Lot Corners
 - Monuments must meet definition set forth in F.S. §177.031(22)
 - Lot corners must be set in accordance with F.S. §177.031(22)
 - Must be set prior to expiration of onsite security or final release of surety document.
 - Surveyor responsible for setting lot corners must submit affidavit indicating that the lot corners are set in accord with plat.

[AC 13-19 \(K\)](#)

❑ 13. Infrastructure Surety

Prior to final plat approval applicant must provide approved surety or Development Order CC. [AC 13-19 \(L\)](#). [Sample Assurance Bond](#). [Sample Letter of Credit](#). [Sample Escrow Agreement](#).

❑ 14. Plat Review

The following items must be submitted, in a single submittal, in order to be accepted by the County for plat review. [AC 13-19 \(M\)](#)

- One full size (24”x36”) **set** of paper prints
- Title certification meeting the requirements of Section H.
- A list of lot and tract sizes in square feet, if not shown on the plat.
- Easement/tract location table meeting the requirements of Section I.
- One full size copy of the boundary survey meeting the requirements of Section H.
- One copy of the complete set of Property Owner association documents meeting the requirements of Section G.3. Previously approved and recorded documents covering the proposed platted area together with the approval letter issued by the County for these documents may be submitted in lieu of draft documents. An approval letter issued by the County, without the underlying documents, will not be sufficient.
- Road name approval letters.
- Letters of review from all applicable utility service providers.
- Draft or executed consent and joinder documents, unless consent is on the face of the plat.
- Proof as to payment of all taxes due and owing.
- A map identifying all STRAP numbers included within the proposed boundary.
- Review fees in accordance with External Fees and Charges Manual.

FINAL PLAT REVIEW

15. Final Plat Review

The following documents must be provided and found sufficient prior to final plat approval.

- Two sets of paper prints (one 24"x36" and one 11"x17").
- An updated Title Certification or Gap Affidavit meeting the requirements of Section H. The updated Title Certification or Gap Affidavit cannot be older than 21 days from the date of submittal for final plat review.
- A copy of the approved Development Order associated with the plat along with any stipulations and a valid Certificate of Concurrency.
- Approved infrastructure surety document(s). In the alternative, a copy of the Certificate of Compliance for the infrastructure improvements necessary to support final plat approval together with surveyors affidavit(s) indicating all PCP's and Lot Corners have been set.
- A written statement from the development services reviewer of the associated development order indicating the proposed plat complies with the approved development order associated with the plat. This review includes zoning compliance.
- Any documentation that was required to be revised or amended in the County's Plat Review Memo.

[AC 13-19 \(N\)](#)

16. Title Certification

Prepare to include a title certification with these details:

Title opinion or certification showing that record title to land is in name of entity executing the dedication. Shall also show all mortgages not satisfied released or otherwise terminated by law.

[F.S. 177.041](#)

17. Boundary Survey

Boundary survey of platted lands unless a replat with no changes to boundary.

[F.S. 177.041](#)

18. Name and Replat of Subdivision

Prepare to include the name and replat of subdivision with these details:

- Primary name shall not be the same or so similar as to cause confusion or mislead the public as to identity of subdivision. Cannot begin with words such as "the", "replat", or "a".
- Any change in a plat, except as provided in s.177.141 shall be labeled a replat. The terms "amended plat", "revised plat", "corrected plat", and "resubdivision" may not be used to describe the process by which a plat is changed.

[F.S. 177.051](#)

19. Qualification and statement

Prepare to include the required qualification and statement with these details:

- Every plat must be prepared by a professional surveyor and mapper, signed and sealed by said surveyor, and stating that plat was prepared under his/her direction and supervision.
- It must contain the printed name, registration number directly below statement along with printed name, address and cert. of auth. of legal entity, if any.
- A PSM practicing independently must provide their address.

[F.S. 177.061](#)

20. Approval of plat by governing bodies

Prepare to include the approval with these details:

Plat must be wholly within jurisdictional boundary. If plat falls in two jurisdictions it must be 2 plats.

[F.S. 177.071](#)

21. Dedication and approval

Prepare to include the dedication and approval with these details:

- Prior to approval plat shall be reviewed for conformity to this Chapter by PSM either employed by or under contract to the local governing body.
- Every plat must contain a dedication by the owner or owners of record.
- Mortgagees having record interest shall execute, in same manner deeds required to be executed, either the dedication contained on the plat or a separate instrument joining in ratifying the plat.

[F.S. 177.081](#)

22. Plats Made for Recording

Prepare plat for recording with these details:

- Be an original drawing made with black permanent drawing ink, or a non-adhered scaled print on stable base film made by photographic processes from a film scribing tested for residual hypo testing solution to assure permanency.
- Have a ½” margin on each of 3 sides and a 3” margin on the left side for binding purposes.
- Have index sheet showing sheet numbers, total number of sheets and clearly labeled match lines.
- Have letter size and scale sufficient to show all detail. Scale shall be both stated and graphically shown on every sheet.
- Name of plat shall be shown on every sheet, and name and address of PSM shown on every sheet.
- Prominent North arrow on every sheet, bearing basis must be stated on face of plat or in notes or legend and must be referenced to some well-established and monumented line.
- PRMs placed at all corners, changes of direction and no more than 1400 feet apart. If unable to set, offsets set with plat boundary.
- PCPs set on centerline of rights of way at intersections and terminus of streets, change of direction and no more than 1000 feet apart.
- Monuments set at all lot corners.
- Section, Township and Range shall appear immediately under name on each sheet along with name of city, village, town, county, and state in which land being platted is situated.
- Each plat shall show description and must match title certification.
- Dedications per 177.071 and 177.081 must be shown.
- Circuit court clerk’s certificate and PSM seal and statement shall be shown.
- All section lines and quarter section lines occurring within the subdivision shall be shown. POC and POB shall be indicated.
- Location, width, and names of all streets, waterways, or other rights of way shown, as applicable.
- Location and width of proposed and existing easements shown. Where not coincident with property lines must be dimensioned.
- All contiguous property identified by subdivision title, plat book and page, or if unplatted land shall be so designated.
- All lots numbered by either progressive numbers or, if in blocks, progressively numbered in each block.

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- Sufficient survey data shown to positively describe the metes and bounds of every lot, block, street easement and all other areas shown on plat.
- Curvilinear lot lines shall show radii, arc distances and central angles. Radial lines shall be so designated and direction of non-radial lines indicated.
- Sufficient angles, bearings, or azimuth to show direction of all lines shall be shown to the nearest second.
- Centerline of all streets dimensioned.
- Park and recreation parcels so designated.
- All interior excepted parcels must be labeled “Not a part of this plat”.
- Purpose of all areas dedicated must be clearly indicated or stated on plat.
- When it is not possible to show line or curve data information on the map. A tabular form may be used. Tabular data must appear on the sheet to which it applies.
- Plat includes “Notice: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county.
- All platted utility easements shall provide that such easements shall also be easements for the construction, installation, maintenance, and operation of cable television services; provided, however, no such construction, installation, maintenance, and operation of cable television services shall interfere with the facilities of a public utility. In the event a cable television company damages facilities of a public utility, it shall be solely responsible for the damages.
- A legend of all symbols and abbreviations shall be shown.

[F.S. 177.091](#)

Conditional Required Documents

23. Waiver Request Form

If the applicant is requesting a waiver on the submission of required submittal items, complete the [Request for Submittal Requirement Waiver Form](#).

4. Pay your Fee(s)

All payments must be received prior to reviewing the application. Make payments through [eConnect](#); or make a credit card payment by phone, 239-533-8997, option *. **Cash is not accepted;** please pay by credit/debit card, check or money order.

eConnect Instructions: Search for your application using *My Records*, the *Global Search* or the *Search Applications under Development Services* menu. Click on the record number for your application, select the menu option for *Payments >> Fees*, then click *Pay Fees*, review fees, select *Continue Application*, enter your payment information and click *Submit Payment*.

5. Understand the Review Process and Track your Application

Completeness Check

When the application package is first received, it is reviewed for completeness to determine that the general application is complete and that all required documents, signatures, and seals are attached. If the package is incomplete, the applicant must provide missing information before the application package can be forwarded for review.

Lee County Review of an Application Package

After payment is requested and received, the application will be assigned to multiple functional areas for simultaneous review. The review will check for compliance with The Lee Plan, Lee County Land Development Code, Lee County Administrative Codes, and Lee County Ordinances.

Applicants can use [eConnect](#) at any time to track the progress of the application record through the process.

eConnect Instructions: Search for your application using *My Records*, the *Global Search* or the *Search Applications* under *Development Services* menu. Click on the record number for your application to see the Records Status, Conditions and Record Details.

The final reviewer will consolidate all comments and an email notice will be generated to the applicant.

Notice of Application Sufficiency or Insufficiency

Email notices inform the applicant if their application was sufficient or insufficient.

- **Insufficiency Letter:** An application may be returned to the applicant with a notice of insufficiencies to be addressed for resubmittal; or an insufficient application that does not meet state and local codes may not be resubmitted if there are no options to correct non-compliance.
 - **Resubmitting an Application:** Applicants have 30 days to address insufficiencies and resubmit [Florida Statute 125.022]. To ensure correct versioning in eConnect, attachments that are resubmitted should have the same file name as the original.
- **Sufficiency Letter:** Once staff has found the project sufficient; the subdivision plat can be recorded. (Surety is required for approval.)

Once approved, applicants will receive email notice from Lee County and may access [eConnect](#) to print their approval documents. The Plat and applicable documents are filed with the [Lee County Clerk of Court](#).

eConnect Instructions: Search for your application using *My Records*, the *Global Search* or the *Search Applications* under the *Development Services* menu. Click on the record number for your application, select *Attachments*. All documents will be listed. Choose *Actions* drop-down to review any details of the documents. Click on the document name to open or save.

6. Closure of Subdivision Plat

Completion is subject to the recording of the final plat in accordance with the approved development order plans. Mylar of the plat will be submitted to Lee County Development Services for signatures and physical recording for the plat.