



# FINAL PLAT

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- APPLICABLE TOWN CODE SECTION – [§8-2-4](#)
- REQUIRED FORMS AND FEES
  1. Land Use Application – [Download Form](#)
  2. Development Improvements Agreement – [Download Form](#)
  3. Fee - \$750.00 plus \$10.00 per unit or lot (Town Code [§1-8-2](#))
- REQUIRED SUBMITTALS
  1. Land Use Application
  2. Project Description Letter
  3. Final Plat prepared in accordance with Section 8-2-4 of the Winter Park Town Code.
  4. Construction Plans – revised from comments received during Preliminary Plat approval
    - a. Roadway Plan and Profile
    - b. Grading and Drainage Plan
    - c. Revegetation, Erosion and Sediment Control Plan
    - d. Phasing Plan (if applicable)
  5. Final Geotechnical Report
  6. Phase III Drainage Report
  7. Stormwater Management Plan (if applicable)
  8. Final Landscape Plan
  9. Executed Development Improvements Agreement with final Engineers Estimate of Probable Cost.
  10. Executed copies of Declaration of Covenants and Bylaws. Proof of filing of Articles of Incorporation.

11. Proof of Accuracy for Plat – This shall be in the form of a copy of computer printout showing unadjusted and adjusted boundary. Error of said survey shall not be greater than one foot in seven thousand feet (1'/7,000'). The surveyor that created the plat can provide this.
12. A title insurance commitment or attorney's title opinion showing that the subdivider is the owner of all the land to be platted and that all roads, streets, easements and other rights of way and all lots, tracts or sites dedicated or to be conveyed for public use, or for common use by all lot owners are free and clear from all liens and encumbrances except patent reservations and except liens and encumbrances which cannot be extinguished, released, or purchased by the developer. If such land is mortgaged by the developer, it shall be sufficient if the mortgagee joins in the dedication.
13. Letters of Evidence from the engineer, attorney and the developer testifying that the subdivision meets all requirements of the Town subdivision regulations.

- **PROCESS FOR APPROVAL**

1. One paper copy and one pdf electronic copy of all documents shall be submitted to the Planning Department for compliance review 30 days prior to date of the Planning Commission meeting you wish to have the Final Plat reviewed on. The Commission meets on the second and fourth Tuesday of the month.
2. The Planning Commission and Town Council will review the Final Plat at a regularly scheduled meeting for compliance with §8-2-4 of the Winter Park Town Code.
3. After approval of the Final Plat, the applicant shall comply with all required conditions of approval prior to recording the plat.