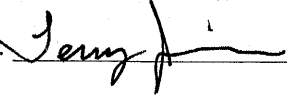


Policy Title: **Recording of Final Plats**

Policy Number: **2007-006**

Effective Date: **10/10/07**

Approved by:  **ACTING**

Approved Date: **10-12-07**

DESCRIPTION: This policy letter implements how the Department of Growth Management planning staff will interpret statutory requirements for the recording of an approved final plat.

PURPOSE/RATIONALE: Staff recognizes the fact that the Land Development Code does not specifically outline the recording procedures for final plats. However, controlling statutory language is as follows.

***FLORIDA STATUTES 177.11 Instructions for filing plat.** After the approval by the appropriate governing body the plat **shall** (emphasis added) be recorded by the circuit court clerk or other recording officer upon submission thereto of such approved plat.*

**RECORDING OF FINAL PLATS
LAND DEVELOPMENT CODE, ORDINANCE 91-1, AS AMENDED**

When a final plat is submitted for review and approval, prior to placing the item on an agenda for approval by the Board of County Commissioners, a check, made payable to the Clerk of Court shall be submitted for the recording fee.

The applicant will be responsible for contacting the Clerk of Court's office to determine the recording fee.

Final plats shall not be scheduled for review by the Board of County Commissioners without a recording fee check.

In the event that a final plat is submitted for recording without the recording fee, the Clerk of Court's Office will record the approved plat and bill the owner of record.