



FINAL PLAT SUBMITTAL

201 Central Ave. West, Lake Wales, FL 33853
Phone: (863) 678-4182 Ext. 714 - Fax: (863) 678-4050

Date: _____ Project Number: _____

Review of paper submittal: Date: _____ **Mylar submittal:** _____
(Each submission requires payment of applicable fees.)

Project Name _____ Location (Frontage Street) _____

Parcel ID No.: _____ Total Acres: _____

Zoning: _____ Future Land Use: _____

Applicant's Name: _____ Address: _____

Phone: _____ Fax: _____ Email: _____

1. **ACCOMPANYING MATERIAL REQUIRED:**
Note: Plats must conform to Chapter 171 of the Florida State Statutes

1st submittal (paper)

- 1. 3 Plat Copies (paper)
- 2. 2 Boundary Survey's
- 3. Preliminary Title Opinion and HOA docs. (if applicable)
- 4. Authorization statement for agent on company letter head or Notarized

Mylar Submittal

- 1. 2 Mylar Copies
- 2. Original Title Opinion (not more than 45 days old) 4 copies
- 3. Cost of dedicated facilities (if applicable)

2. **IDENTIFICATION:**

Property Owner: _____ Address: _____

Phone: _____ Fax: _____ Email: _____

Agent: _____ Address: _____

Phone: _____ Fax: _____ Email: _____

The owner of this property and the undersigned agree to conform to all applicable laws of the City of Lake Wales and to all applicable Federal, State and County laws.

Signature of Property Owner _____ Address: _____

Phone: _____ Fax: _____ Email: _____

- If the owner of record for the property is an entity, such as a Corporation, other than an individual (s), the legal representative must provide proof of authorization to act as the legal agent.

Office Use Only:
Paper submitted to surveyor: _____
Mylar submitted to surveyor: _____

PLEASE NOTE:

Developer is responsible for City Surveyor’s fee, recording fees and all other fees incurred associated with the platting process.

Office Use Only

Cashier Payment Memo

Date: _____

Check Number: _____

Account Number:

001-341-510-000-000

Planning & Development

Code:

121

D R C Approval: _____

Planning & Zoning Approval: _____

City Commission: _____

Mylar Submittal

The City of Lake Wales will notify you when you may submit your final (Mylar) plat. At that time preliminary review and all infrastructures will be complete.

Please submit the following along with the required fee.

The following information must be included:

1. 2 sets of Plat on Mylar, for recording with Polk County Clerk of Courts
2. 1 PDF file of the Plat for City Clerk for City Commission Meeting
3. 2 sets 8 ½ X 11– 1 for file and 1 for agenda packet for Staff Memo
4. 4 copies of Title Opinion – 1 submitted to City Surveyor with Mylars, 1 for file, 1 for City Attorney for review and 1 for City Clerk vault copy.
5. 2 copies of Articles of Corporation, and Declaration of Covenants, Restrictions, Limitations and Conditions for review if applicable.

The fee for the City Surveyor must be paid prior to the scheduled City Commission meeting when the final plat will be considered.

The fee for recordation of the plat will be required on the date that the plat is taken over for recording. The check must be made payable to the Clerk of the Circuit Court (and is currently \$30.00 first page and \$15.00 each additional page) and is subject to change without notice.

Proof of payment for property taxes current and previous is required. Title Opinion should also reflect this information.

Note: The above procedures may be changed from time to time, in order to stay in compliance with requirements and guidelines as needed.