

SECTION VI. - PLATTING STANDARDS

The following Plat review process shall be used for both Northern financed projects and for projects requiring a Northern Permit. Any proposed Plat within an established Northern Unit of Development shall be required to be submitted for plat approval as a condition for permit approval.

A. Under what conditions must a plat be submitted to Northern?

The developer shall submit a plat application package as outlined in the following section if the proposed lands encumbered by said plat lie within the legal legislative boundary of Northern or utilizes Northern facilities.

B. General Information

1. Application Requirements
See Page 1 of Plat Application

NOTE: All dedications are to be included on the Cover Sheet and stated in Northern's acceptance paragraph. If there are no dedications to Northern please use the appropriate dedication language as shown later in this section.

2. Plat Review Process
See Section II of the Plat Application
3. Electronic File Requirements
See Section III of the Plat Application
4. Plat Fee Schedule
See Section IV of Plat Application

C. Plat Application – revised December 15, 2005
See following 3 pages.



Northern Palm Beach County Improvement District

359 Hiatt Dr., Palm Beach Gardens, FL 33418
Phone: 561-624-7830 Fax: 561-624-7839

Office Use Only:
Date Received: _____
Unit No: _____
Plat No: _____
Permits: _____
Elec. File: _____

PROJECT INFORMATION

(PLEASE TYPE OR PRINT ALL APPLICABLE INFORMATION)

Please include 3 copies of the plat and 2 of the relevant boundary survey with your initial submittal.

I. Plat Name: _____
Section/Township/Range: _____ **Target Date for Approval:** _____
Are Any Improvement(s) To Be Dedicated To Northern: Y N
Has a Permit Application Been Submitted to Northern: Y N

OWNER/DEVELOPER

NAME _____ PHONE _____
COMPANY _____ FAX _____
MAILING ADDRESS _____ E-MAIL _____
CITY, STATE, ZIP _____ SECONDARY CONTACT NUMBER _____

PLATTING SURVEYOR

NAME _____ PHONE _____
COMPANY _____ FAX _____
MAILING ADDRESS _____ E-MAIL _____
CITY, STATE, ZIP _____ SECONDARY CONTACT NUMBER _____

ENGINEER

NAME _____ PHONE _____
COMPANY _____ FAX _____
MAILING ADDRESS _____ E-MAIL _____
CITY, STATE, ZIP _____ SECONDARY CONTACT NUMBER _____

To whom should we fax the final invoice?
Owner/Developer () Surveyor () Engineer () Other () (note on back)

NOTES: (Is there anything else you feel we need to know?)

II. PLAT REVIEW PROCESS

Upon submittal the complete application package will undergo a first review. Comments on your submittal will be forwarded to the Surveyor. A second review will take place upon receipt of the response to the comments. Be sure to submit 3 copies of the revised plat and other pertinent information as part of the response. Please note that it would be very helpful if all alterations to the plat were highlighted. The process of comment/resubmittal will continue until Northern notifies you that the Plat has been approved for Mylar. At this time you should submit the mylars and an electronic copy (see below) of the mylars for review. Upon satisfactory review of the Mylar an invoice for review, legal and conversion fees will be faxed or mailed to the recipient as authorized on the previous page. Upon receipt of payment the Mylar will be executed and readied for pick-up.

Generally, Northern's Board President is available to execute Plat Mylar's on the 4th Wednesday of the month, January thru October, and the 3rd Wednesday of the month, November and December. We expect the professionals coordinating this effort to schedule the submittals accordingly.

III: ELECTRONIC FILE REQUIREMENTS

Once plats have been approved/accepted, plat information must be submitted to Northern in a format compliant with Northern's GIS needs. Specifically, these files must be submitted as separate ESRI polygon shape files. Plat boundaries, and easements dedicated to Northern, must be extracted from the digital AutoCAD file and converted to individual ESRI shape file format (one polygon shape file for plats, one for easements, one for reservations/preserves, and one for tracts). Polygon shapefiles are to be georeferenced to the Florida East State Plane Feet projection and the NAD83 Datum (FIPS 901). Polygon shapefiles will be named with the unit number and type of feature (i.e. unit11_plat_boundaries; unit24_easements).

In addition, the lines that created the actual polygonal boundaries must be included for quality control and plat dimensioning. Formatting in terms of name construction (i.e. unit11_plat_boundary_lines) and projection and datum will follow that of the polygonal shapefiles.

In accompanying polygon and line shape file database tables, feature specific records must also be included. In plat boundary database tables, the plat/subdivision name and the plat record information (plat book number and corresponding pages) must be included electronically before it's recorded. For easement database tables, the plat name (i.e. Old Palm East), easement name (i.e. 45' Flowage Easement), plat record information (plat book number and corresponding pages), and type of easement, as outlined in the legend description on page V-8 of this manual, (i.e. Platted W.M.E.) must be included. For reservation/preserve database tables, reservation/preserve name, plat record information (plat book number and corresponding pages), and reservation/preserve type must be included. For Northern owned tract database tables, tract name and PCN information (i.e. 52424202030030030), if available, must be included.

Once line and polygon shapefiles have been created and the records attributed properly, files must be submitted to Northern on CD-ROM. These should include polygon shapefiles (for plats, easements, reservations, and tracts). Furthermore, for each shape file, files with the .dbf, .sbn, .sbn, .shp, .shx, and .prj extensions should be included (i.e. unit11_plat_boundaries.dbf, unit11_plat_boundaries.sbn, unit11_plat_boundaries.sbn, unit11_plat_boundaries.shp, unit11_plat_boundaries.shx, unit11_plat_boundaries.prj).

IV. PLAT FEE SCHEDULE

Application Fee:

A fee of \$250 is due with your application. Applications can be held until this fee is paid.

For review, approval and execution of a Plat there shall be due and payable a fee to be determined by Northern. The fee is due and payable prior to execution of the Plat by Northern officials.

Review Fees:

At the time the final mylar is approved an invoice for the actual cost of the review will be issued. The plat will not be released until payment is made.

Legal Fees:

All legal fees incurred to date by Northern in connection with the project being platted will be invoiced at this time.

CADD-GIS Conversion Fees:

Northern will assess a "CADD-GIS conversion fee" as determined by Northern on a case by case basis to fulfill the aforementioned Electronic File requirement. If the applicant submits the referenced electronic files in accordance with the aforementioned standards, the entire CADD-GIS conversion fee will be refunded upon review and acceptance of same. If Northern Staff completes this work, any unused balance, less Northern technical and administrative time will be returned to the applicant. This fee is to be submitted with the mylars, (per the invoice) prior to execution of the plat by Northern.

ALL FEES SUBJECT TO CHANGE WITHOUT NOTICE

V: CERTIFICATION

The undersigned, as or on behalf of the Owner, does hereby acknowledges and agree as follows: (i) that the information contained herein is true and correct to the best of their knowledge and belief, (ii) to provide timely and reasonable entry to the proposed platted site for Northern's representatives or consultants (with proper identification as such) for the purpose of making an inspection or analysis of the site, (iv) to pay any and all Plat submittal and issuance fees and costs in accordance with the above Fee Schedule, (v) if signing as an agent for the Owner, that the undersigned is authorized, pursuant to the attached written document, to execute this Plat Application for and on behalf of said Applicant, and (vi) to comply with all conditions/requirements of the Northern plat review process as described/outlined in this Application.

APPLICANT'S SIGNATURE

DATE

PRINT NAME

OWNER'S SIGNATURE

DATE

PRINT NAME

D. Sample Dedication Language

1. Fee Simple Absolute Dedications

The following are examples of dedications of water management tracts, preservation tracts and roadway tracts all of which are to be dedicated in fee simple absolute to Northern and thereafter the perpetual maintenance responsibility of Northern or its successors and assigns.

- a. *WATER MANAGEMENT TRACT(S) (#), inclusive, as shown hereon, are hereby dedicated, in fee simple absolute, to the Northern Palm Beach County Improvement District for water management and other lawful purposes, said Water Management Tracts being the perpetual maintenance obligation of Northern Palm Beach County Improvement District, its successors and/or assigns, without recourse to the (NAME OF CITY/COUNTY).*
- b. *The PRESERVATION TRACT(S) (#), inclusive as shown hereon, are hereby dedicated, in fee simple absolute, to the Northern Palm Beach County Improvement District for water management, preservation and other lawful purposes, said Preservation Tract, being the perpetual maintenance obligation of Northern Palm Beach County Improvement District, its successors and/or assigns, without recourse to the (NAME OF CITY/COUNTY).*

2. Preservation Tracts Under SFWMD Authority

For Preservation Tract(s) that are subject to SFWMD requirements or a conservation easement with the SFWMD having third party enforcement authority, the following language shall be used in the dedication:

(Listing prohibited activities in the dedication does not preclude citing these same prohibited activities in the Notes on the cover sheet of the plat)

With regards to “Notes” the wording should be similar to the following:” Notes on the plat shall be in conformance with Chapter 177, Florida Statutes and Ordinances of the applicable local government.”

- a. *The PRESERVATION TRACT(S), (#), inclusive, as shown hereon, are hereby dedicated, in fee simple absolute, to the Northern Palm Beach County Improvement District as conservation areas for preservation, water management and other lawful purposes with said Preservation Tract(S) being the perpetual maintenance obligation of Northern Palm Beach County Improvement District, its successors and/or assigns, without recourse to the (NAME OF CITY/COUNTY). The Preservation*

Tract(s) may not be altered from their natural state except following approval, in permit form, from the Northern Palm Beach County Improvement District. Activities prohibited without a Northern Palm Beach County Improvement District permit within the PRESERVATION TRACT(S) include, but are not limited to, construction or placing of buildings on or above the ground; dumping soil or other substances such as trash; removal or destruction of trees, shrubs, or other vegetation; excavation, dredging or removal of soil material; or any other activities detrimental to drainage, flood control, water conservation, erosion control, or fish and wildlife habitat, conservation or preservation.

- b. ROADWAY TRACT(S) (#), inclusive, as shown hereon, are hereby dedicated, in fee simple absolute, to the Northern Palm Beach County Improvement District for roadway, ingress-egress, utility, drainage and other lawful purposes, said ROADWAY TRACT(S) being the perpetual maintenance responsibility of Northern Palm Beach County Improvement District, its successors and/or assigns, without recourse to (NAME OF CITY/COUNTY).*

3. Easement Dedications

The following are examples of dedications of water management easements, water management maintenance easements and ingress/egress easements to Northern. They reflect easements across lands owned and/or maintained by a Property Owners Association. In instances where the easements cross privately owned land, a phrase similar to the following may be used: “...the lands therein and there under being the perpetual maintenance obligation of the fee simple owner(s) thereof, their heirs, successors and/or assigns...”

- a. THE WATER MANAGEMENT EASEMENT(S), as shown hereon, are hereby dedicated to the Northern Palm Beach County Improvement District for the installation, construction, operation, inspection, repair, replacement, upgrade and maintenance of water management and other Northern Palm Beach County Improvement District facilities, the lands therein and thereunder being the perpetual maintenance obligation of (NAME OF POA/HOA), its grantees, successors and/or assigns, without recourse to Northern Palm Beach County Improvement District and without recourse to (NAME OF CITY/COUNTY). Northern Palm Beach County Improvement District shall have the right, but not the obligation, to construct, operate, inspect, repair, replace, upgrade and maintain water management and other Northern Palm Beach County Improvement District facilities within these easement areas.*
- b. THE WATER MANAGEMENT MAINTENANCE EASEMENT(S), (ALSO FOR WATER MANAGEMENT ACCESS EASEMENTS) as shown*

hereon, are hereby dedicated to the Northern Palm Beach County Improvement District for pedestrian or vehicular ingress and egress, including temporary parking or storage usage thereof, to and for the maintenance of adjacent or nearby water management and other Northern Palm Beach County Improvement District facilities, said easements being the perpetual maintenance obligation of (NAME OF POA/HOA), its grantees, successors and/or assigns, without recourse to Northern Palm Beach County Improvement District.

- c. The INGRESS-EGRESS EASEMENT(S), as shown hereon, are hereby dedicated to the Northern Palm Beach County Improvement District for pedestrian and vehicular ingress and egress, plus temporary parking, to and from Northern's water management improvements and other facilities, lands and easements, the lands encompassed by said ingress-egress easement(s) being the perpetual maintenance responsibility of (NAME OF POA/HOA), its grantees, successors and/or assigns, without recourse to Northern Palm Beach County Improvement District.*
- d. The INGRESS-EGRESS EASEMENT(S), including those over ROADWAY TRACTS, (#), inclusive, as shown hereon and all of TRACT (#), as shown hereon, are hereby dedicated to the Northern Palm Beach County Improvement District for pedestrian and vehicular ingress and egress, including temporary parking, to and from Northern's water management improvements and other facilities, lands and easements, the lands encompassed by said ingress-egress easement(s) being the perpetual maintenance responsibility of the (NAME OF POA/HOA), its grantees, successors and/or assigns, without recourse to Northern Palm Beach County Improvement District.*

4. Acceptance and Acknowledgement Statements

The following are examples of Northern's acceptance and acknowledgement statements. These statements shall be dated, signed by the President of the Board of Supervisors and attested by the Secretary of the Board of Supervisors.

a. Acceptance of Tracts or Easements

*i. The NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT hereby accepts the fee simple dedication of Tracts -----
-and Tracts-----as shown hereon and hereby acknowledges the perpetual maintenance obligation of said Tracts.*

Dated this -----day of-----, 200_

NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT

Attest: -----
_____, Secretary
Board of Directors.

By: -----
_____, President
Board of Directors

ii. *The NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT hereby accepts the Water Management Easements, as shown hereon and hereby acknowledges said Northern Palm Beach County Improvement District has no maintenance obligation, in, over, under or upon the lands over which said easements lie; and hereby accepts the right, but not the obligation to construct, operate, repair, replace, upgrade, inspect and maintain its water management facilities lying within said Water Management Easements.*

Dated this -----day of -----, 200_

NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT

Attest: -----
_____, Secretary
Board of Directors.

By: -----
_____, President
Board of Directors

b. Acknowledgement

In instances where the plat is not dedicating any tracts or easements to Northern and Northern is not incurring any maintenance responsibilities, the following acknowledgements may be used.

i. *NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT hereby acknowledges that there are no dedications to, nor any maintenance obligations being incurred, accepted or assumed by Northern Palm Beach County Improvement District on this plat.*

ii. *NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT hereby acknowledges there are no dedications to, nor any maintenance obligations being incurred, accepted or assumed by Northern Palm Beach County Improvement District on this plat; and further acknowledges that Northern's existing (NAME) easement as recorded in Official Record Book _____ at Pages _____ through _____ inclusive, Public Records of Palm Beach County, Florida, is shown hereon.*

5. General Comments Regarding Plat Dedication Sheets

- a. Any plat of areas under Northern jurisdiction containing dedications of drainage easements which do not involve Northern and/or with dedications of tracts and/or roadways involving drainage facilities which are not part of Northern responsibilities, shall contain a statement “...and without recourse to the NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT” in the portion of the dedication identifying the maintenance responsibilities regarding same.
- b. The NOTES on any plat containing dedications of ingress/egress easements, water management easements or water management maintenance easements to Northern and/or on any plat containing or contiguous with existing water management or water management maintenance easements, shall contain the following note: *“There shall be no buildings, structures, construction of any kind, trees or shrubs placed in, over, under or upon the ingress/egress easements, water management easements or water management maintenance easements, as shown hereon, including those existing easements as recorded in Official Record Book at Pages ____ through ____ inclusive, Public Records of Palm Beach County, Florida unless and until approved, in permit form, by the NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT.”*
- c. Each plat shall have a place reserved for the seal of the NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT.
- d. The Legend shall include abbreviations as may be used for Northern tracts and easements, as follows:
- | | | |
|------------|---|---|
| L.M.E. | = | LAKE MAINTENANCE EASEMENT |
| U.E. | = | UTILITY EASEMENT |
| A.E. | = | ACCESS EASEMENT |
| L.A.E. | = | LIMITED ACCESS EASEMENT |
| L.B.E. | = | LANDSCAPE BUFFER EASEMENT |
| D.E. | = | DRAINAGE EASEMENT |
| S.S.E. | = | SAFE SIGHT EASEMENT |
| P.A.E | = | PEDESTRIAN ACCESS EASEMENT |
| P.M. E. | = | PRESERVE MAINTENANCE EASEMENT |
| W.P.E. | = | WETLAND PRESERVATION EASEMENT. |
| S.E. | = | SIDEWALK EASEMENT |
| W.M.A.E. | = | WATER MANAGEMENT ACCESS EASEMENT |
| I.E.E | = | INGRESS AND EGRESS EASEMENT |
| P.D.E | = | PUBLIC DRAINAGE EASEMENT |
| W.M.E | = | WATER MANAGEMENT EASEMENT. |
| P.P.A.E. | = | PERPETUAL PUBLIC ACCESS |
| W.M.M.E. | = | WATER MANAGEMENT MAINTENANCE EASEMENT |
| W.M.M.A.E. | = | WATER MANAGEMENT MAINTENANCE AND ACCESS EASEMENT. |

6. Dedications Prior to Adoption of Plan of Improvements

- a. *Tract (Roadway Tract), as shown hereon, is hereby being retained by (Owner), for private or public street and other proper purposes not inconsistent with this Plat including, but not limited to, drainage, utilities, landscaping, signage, (if for a private road add - "gate/gatehouse") and pedestrian circulation. Subsequent to the recording of this Plat the Tract (Roadway Tract), together with some or all of the improvements then located therein or thereon, including the right but not the obligation to maintain said tract and improvements, may be conveyed in fee simple absolute (subject to a reservation or dedication of a non-exclusive easement of ingress and egress for Owner, HOA, its successors and/or assigns) to the Northern Palm Beach County Improvement District. Until such conveyance occurs and the right, but not the obligation, to maintain said Tract (Roadway Tract), together with improvements located therein and thereon is accepted by Northern Palm Beach County Improvement District or other Northern Palm Beach County Improvement District approved authority and said acceptance recorded in the public records of Palm Beach County, Florida, said Tract (Roadway Tract) together with all the improvements located therein or thereon, shall be the perpetual maintenance responsibility of (Owner, HOA), its successors and/or assigns, without recourse to Northern Palm Beach County Improvement District and without recourse to the (CITY).*
- b. *Tracts (Recreational or Preserve Tracts) as shown hereon are dedicated in fee simple absolute to (Owner, HOA), its grantees, successors and/or assigns, for recreational and/or other proper purposes (subject to the possible future grant of the hereafter identified water management easements) and are the perpetual maintenance obligation of said (Owner, HOA), its successors and/or assigns, without recourse to the (CITY). Subsequent to the recording of this Plat exclusive water management easements may be granted to Northern Palm Beach County Improvement District, together with the easement right, but not the obligation, to construct, install, operate, inspect, repair, upgrade, replace and/or maintain water bodies, drainage culverts and other facilities within said water tracts.*
- c. *Tracts (Lake Tracts), as shown hereon, are hereby dedicated in fee simple absolute to (HOA), its grantees, successors and/or assigns. Subsequent to the recording of this Plat, said Tracts (Lake Tracts) may be conveyed without encumbrances and in fee simple absolute, together with some or all of the improvements then located thereon, as well as the right, but not the obligation, to maintain said Tracts (Lake Tracts) and*

the water bodies and improvements located therein or thereon, to the Northern Palm Beach County Improvement District. Until such conveyance occurs, together with such maintenance responsibilities as may be assumed by Northern Palm Beach County Improvement District and said acceptance is recorded in the Public Records of Palm Beach County, Florida, said Tracts (Lake Tracts) shall be the perpetual maintenance responsibility of (Owner, HOA), its grantees, successors and/or assigns, without recourse to the Northern Palm Beach County Improvement District and without recourse to the (CITY).

- d. *The Water Management Easements as shown hereon, (subject to the possible future grant of those hereafter described easements), are hereby dedicated to the (HOA), its grantees, successors and/or assigns, for the construction, operation, repair, replace, upgrade, inspection and maintenance of water management facilities with the lands therein and thereunder being the perpetual maintenance obligation of said Association. Subsequent to the recording of this Plat a part or all of said Water Management Easements may be, subject to written acceptance and the recording thereof in the public records of Palm Beach County, Florida, granted, conveyed or assigned to Northern Palm Beach County Improvement District, together with the right, but not the obligation, to construct, operate, inspect, upgrade, repair, replace and maintain facilities within said easements. Regardless of whether such a conveyance occurs, the lands within a water management easement area shall remain the perpetual maintenance responsibly of said Association, it grantees, successors and/or assigns, without recourse to Northern Palm Beach County Improvement District and without recourse to the (CITY).*