



# Plat Application

## Northern Palm Beach County Improvement District

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

<b>Office Use Only:</b>
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	FAX
COMPANY	E-Mail	
MAILING ADDRESS	PROJECT ADDRESS (IF NOT MAILING ADDRESS)	
CITY, STATE, ZIP	CITY, STATE, ZIP	

### 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?)

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## **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 4<sup>th</sup> Wednesday of the month, January thru October, and the 3<sup>rd</sup> 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.sbx, unit11\_plat\_boundaries.shp, unit11\_plat\_boundaries.shx, unit11\_plat\_boundaries.prj).

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## **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 the 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**