



PLATTING GUIDELINES

Subdivision Regulations

City of St. Petersburg, Florida

1. Two major sections of regulations that deal with plats.

a. [Chapter 16.40.140 – Subdivision Regulations](#)

b. [Chapter 16.70.050 – Subdivision Application](#)

Land Development Regulations and Zoning Lookup: <http://www.stpete.org/LDRs>

2. Application Forms: <http://www.stpete.org/development/forms.php>

a. Preliminary Plat Application

b. Final Plat Application

3. Questions regarding the application process?

Contact Information:

Scot Bolyard, AICP

Deputy Zoning Official, Planning and Development Services

One Fourth Street North, St. Petersburg, FL 33701

Email: Scot.Bolyard@stpete.org

Phone: 727-892-5395

IMPORTANT NOTICE: No permit shall be issued by the POD for the construction of any building or other improvement requiring a permit on property within a subdivision of land for which a plat is required, unless a preliminary plat thereof has been approved by the POD.

No street shall be accepted and maintained by the City, nor shall water, reclaimed water, or sewer service be extended by the City, nor shall a certificate of occupancy be approved for any permit be issued by the POD for the construction of any building or other improvement requiring a permit on property within a subdivision of land for which a plat is required by this section or was required prior to the adoption of this section, unless a final plat thereof has been approved and has been recorded in the office of the clerk of the circuit court of the county.

All unplatted, undeveloped land shall be platted prior to the issuance of a certificate of occupancy of any structure thereon; however, where a legal principal use already exists on unplatted land, permits for maintenance purposes and additions thereto may be issued. For townhouse projects Parcel ID numbers are required prior to issuance of addresses and water meters which can have a significant effect on the construction schedule, Parcel ID's are issued after recording with the County.

Outline of the Subdivision Review Process

Preliminary Plat See Section 16.40.140 and 16.70.050.1.7 and the application form for requirements

1. Applicant submits application to Development Review Services (DRS) with three sets of preliminary plat drawings (24" x 36"), a boundary survey, a Title Certification and a pdf of all drawings
2. DRS staff determines application is complete
3. DRS staff reviews for zoning / site plan compliance
4. DRS staff routes preliminary plat to City departments such as Transportation, Engineering, Real Estate, Survey, Legal and franchised utilities and requires comments within 21 days
5. Are there issues to be resolved?
 - a. If yes, DRS forwards comments to applicant
 - i. Applicant addresses comments & resubmits to DRS (3 full size copies of drawings and a pdf with response to comments letter)
 - ii. DRS re-routes revised drawings
 - iii. Process continues until all issues have been addressed by the applicant
6. Once all issues are resolved, DRS staff issues an approval for the preliminary plat
 - a. To expedite, in limited situations, the preliminary plat can be approved with conditions
7. **The approval of the preliminary plat shall expire unless a final plat based thereon is submitted within 18 months from the date of such approval or unless an extension of time is applied for and granted prior to expiration**

NOTE: An applicant may submit both a preliminary and final plat at the same time. Preliminary and final plats submitted concurrently shall follow the procedures for adoption of a final plat except that the applicant shall pay the filing fee for both a preliminary and final plat established by City Council. Preliminary and final plats submitted concurrently shall meet all the form and content requirements for filing both preliminary and final plats.

Final Plat See Section 16.40.140 and 16.70.050.1.8 and application form for requirements

1. Applicant submits application and three sets of final plat drawings (22-inches by 28-inches is the maximum size Pinellas County will record, they require a 3-inch border on the left and a 1-inch border on all other sides) (signed and sealed), a Title Certification and a pdf of all drawings
2. DRS staff determines application is complete
3. DRS staff routes final plat to City departments and franchised utilities
 - a. Comments required to DRS within 21 days
4. Are there issues to be resolved?
 - a. If yes, DRS forwards comments to applicant
 - i. Applicant addresses comments and resubmits (3 full size copies of drawings and a pdf, response to comments letter)
 - ii. City reroutes revised drawings
 - iii. Process continues until issues addressed
5. Once issues resolved, final plat is scheduled for approval by City Council
 - a. Consent agenda, no public notice required
 - b. If improvements are to be completed after approval (i.e. lot corners, sidewalks) this language **must be included in the City Council Resolution** and the amount approved by the City Surveyor and/or Engineering Department prior to plat approval
6. Staff prepares backup materials (memo, maps & resolution)
 - a. Backup materials due for review 28 days in advance of hearing
 - b. Council meeting dates are generally 1st and 3rd Thursdays of every month
7. Council approves Final Plat on consent agenda
 - a. No changes can be made to the plat after that point
8. Applicant submits Mylar(s) to Staff
 - a. Mylar executed by owners, lien holders and owner's surveyor in advance of submittal, signed in black permanent ink
 - b. Mylar requires raised seal by applicant's surveyor
9. Staff routes Mylar for review and approval – typically 2 to 3 weeks
 - a. City Surveyor (inspection of monuments happens after City Council and prior to signature)

- b. Approval of the Director of Planning and Development Services, City Attorney and City Development Administrator
 - c. Then routed to City Hall for execution by Mayor and Council Chair
10. If vacation ordinance is associated with the plat, Staff coordinates with the City Clerk to record the vacation ordinance
- a. Staff adds OR Book and Page of Vacation Ordinance to plat
11. Once executed Mylar is returned, Staff contacts applicant to pickup
- a. Applicants signs form at pickup acknowledging Mylar released
 - b. Funds for guaranteed improvements (see 16.40.140.5.2. - Guarantee of improvements for methods of payment) must be received prior to release of Mylars
12. Applicant records plat in Public Records
- a. Contact the Clerk of the Circuit Court and Comptroller, Pinellas County (727) 464-7000 for more information and a list of currently required documents in order to file:
<https://www.pinellasclerk.org/asplnclude2/ASPInclude.asp?pageName=ORi.htm>
 - i. Per the Clerk's office, two copies of Mylar, copy of paid taxes receipt, ownership and encumbrance letter, consent to plat (if applicable) and lien release from the city. To obtain a lien release contact:
http://www.stpete.org/billing_and_collections/lien_research_request.php
or by phone at 727-893-7196.
- b. **Recording must be completed within six (6) months of the date of the Mayor's approval**
13. Parcel I.D.s are assigned by the County
14. **Applicant provides a copy of recorded plat to the City** and the file is closed
15. Hold on Certificate of Occupancy is removed if there are active building permits
16. If there is a guarantee of improvements, the applicant is responsible to notify the City when an inspection is ready. This must be done within the time period specified in the Code.