Hillsborough County Florida
Development Services

SITE & SUBDIVISION REVIEW
Final Plat Submittal Instructions

Items listed below are required for a complete submittal. Submittals will not be accepted if all required items are not included with the initial submittal package. To submit your application, visit HCFL.Gov/HillsGovHub. Additional submittal instructions are available as well as an illustrated user guide. Please ensure that all files are labeled as shown in the required file name column (file names or portions of file names listed in *italics* should be customized for each file/version). Files should be submitted in PDF format.

Requirements for Review:

Required Submittal Items	Required File Name
Certificate of Complete Submittal	Cert Complete Submittal
Owner Affidavit	Owner Affidavit
Title Opinion	Title Opinion
Electric Utility Transmission Letter	Electric Utility Letter
Final Plat	Final Plat
Must include:	
Case Letter Size – per Chapter 177, F.S.	
Legend	
Bearings – based on FL State Plane Coordinate System, NAD 83, in feet, latest adjustment	
Coordinates – based on FL State Plane Coordinate System, NAD 83, in feet, latest adjustments	
Benchmarks – a minimum of two per plat or one per half mile of roadways, whichever is greater	
Conservation and/or preservation areas designated	
Wetland Conservation (30') and/or Preservation (50') Area Setback line designated	
Dedication and approval language	
Plat Approval Statement	
Conservation Preservation Areas	
Surveyor's Certification	
Rear Yard Swales – with required statement	
Drainage Easements – with required statement	
Utility Easements – with required statement	
Boundary Closure Sheet	Boundary Closure Sheet
Control Traverse - GPS Reductions	GPS Reductions
Survey Certificate	Survey Certificate
Certified Boundary Survey	Boundary Survey
Transmittal Letter (if applicable)	Transmittal Letter
Revised Master Landscaping Plan (if applicable)	Master Landscape Plan

Requirements for Review (continued):

Required Submittal Items	Required File Name
Signed and Sealed Approved Subdivision Construction Plan (if applicable)	SS Construction Plan
Presubmittal Documents (if applicable)	Presub Docs
Other Supporting Documents (if applicable)	*Provide Brief Description*

Initial $50 review fee due at time of submittal. This will be applied to total review fees. Total review fees will be assessed upon submittal based on the current fee schedule.