

# SUBDIVISION PLAT RECORDING CHECKLIST

\_\_\_\_\_ **1. PLAT MYLAR**

Fully executed by Owner(s), Surveyor and sealed by both (if appropriate). Each Joinder must be executed and sealed, if appropriate.

\_\_\_\_\_ **2. Opinion of Title – Plat Certificate**

Certificate issued by a Title Company or attorney identifying ownership and all mortgages or interest in the property, easements, r/w and /or liens. Verification that all taxes on property have been paid.

\_\_\_\_\_ **3. Joinders, Covenants, Restrictions**

All documents should be on 11” paper and have original signatures. If any documents are already recorded, recording information must be on the face of the plat where appropriate.

\_\_\_\_\_ **4. Bonding Requirements**

**Performance Bond** – If all improvements are not completed, including sidewalks, a performance bond for 125% of the remaining improvements is required. Each performance bond must be accompanied by a contract executed by the Owner and the County.

\_\_\_\_\_ **5. Maintenance Bond** – (Public Improvements) If all infrastructure improvements are completed and accepted by the County, a two-year maintenance bond representing 25% of the cost of improvements must be posted by the Owner.

\_\_\_\_\_ **6. Section 1**— Completed Asset Inventory Form (publicly dedicated improvements)

\_\_\_\_\_ **7. Recording Fees:**

**Check payable to—The Clerk of the Court**

Plats:     \$35.00 – 1<sup>st</sup> page  
           \$19.00 – each subsequent page  
Jinders, Covenants, Restrictions  
           \$10.00 – 1<sup>st</sup> page of **each** document  
           \$8.50 – each subsequent page  
Copies of the Recorded Plat

**Check payable to—Brevard County Board of County Commissioners**

\$6.00 - each page of bluelines (2 blueline copies of recorded plat must be furnished to Address Assignment, 1 for Zoning and 1 for Land Dev.)  
\$8.00 – each page of sepia