



Practical Guide to Platting

A User's Guide to Platting

7/15/2025

City of Dunedin, Florida
Community Development
737 Loudon Avenue, Suite 137
Dunedin, FL 34698
727-298-3210

Table of Contents

PLAT REQUIRED	3
EXEMPTIONS.....	3
PERFORMANCE SECURITY OPTION	3
PLAT REVIEW APPLICATION	3
COMPLETENESS REVIEW.....	3
PLAT REVIEW FEE	3
CONFORMITY REVIEW FEE	3
PLAT CERTIFICATIONS AND NOTIFICATIONS	3
CONTACT	5
HELPFUL LINKS.....	5
ATTACHMENTS	5

PLATTING

The following information is meant to assist our customers with platting in the City of Dunedin. It is intended for general information only. Always use the official laws or ordinances if absolute legal accuracy is required.

Plat Required - All land which is intended to be divided into three or more lots, parcels, tracts, tiers, blocks, sites, units, or any other division of land; and includes establishment of new streets and alleys, additions, and resubdivisions; and, when appropriate to the context, relates to the process of subdividing or to the lands or area subdivided is required to be platted.

Exemptions - The following shall be subject to appropriate requirements relative to required infrastructure improvements but shall be exempt from the platting procedures:

(A) The combination or recombination of portions of previously platted lots where no new parcels, or residual parcels, result in lots of less area, width or depth than as required by the respective zoning district.

(B) The sale or exchange of parcels of land between owners of adjoining properties for the purpose of small adjustments in boundaries; provided that additional lots are not thereby created and that the original lots are not reduced below the minimum lot area and dimension requirements of the respective zoning district.

Performance Security Option - The plat should be submitted after completion of the required infrastructure and improvements. However, applicants may plat prior to the completion of required improvements by posting a performance security in accordance with Section 104-60.1.2(C) of the City's Land Development Code.

Plat Review Application - Please submit to us the [Application for Plat Review](#) along with all necessary attachments when preparing the plat for review by the City of Dunedin.

Completeness Review - No plat application is complete unless all of the information required in the Platting Check List has been submitted. An application is deemed incomplete until all required information is received, including any additional information required by staff for review.

Plat Review Fee - A Plat Review Fee of \$600.00 is collected when the plat application is deemed complete and accepted by the city for review. The applicant will be invoiced for this fee.

Conformity Review Fee - The plat must be reviewed for conformity to Chapter 177, F.S. by a professional surveyor and mapper either employed by or under contract to the City, the costs of which shall be borne by the applicant. The City utilizes several surveying firms under a continuing contract for this service. After submittal, the applicant will be notified as to which firm will perform the conformity review as well as the cost for this review. The conformity review must be paid before the plat is scheduled for public hearing.

Plat Certifications and Notifications - Please use the model plat certifications and notifications on pages 5 and 6 below when preparing a plat for review and approval by the City of Dunedin.

The Surveyor's Certification must state as follows:

SURVEYOR'S CERTIFICATION

I CERTIFY THAT THIS PLAT WAS PREPARED UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION; THAT THIS PLAT AND THE SURVEY DATA HEREON COMPLY WITH ALL THE REQUIREMENTS OF CHAPTER 177, F.S.; THAT THIS PLAT MEETS ALL MATERIAL IN COMPOSITION REQUIRED BY F.S. 177.091; THAT THIS PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE LANDS SURVEYED AND THAT THE SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION; AND THAT PERMANENT REFERENCE MONUMENTS (PRM'S) HAVE BEEN SET BEFORE THE RECORDING OF THIS PLAT AND PERMANENT CONTROL POINTS (PCP'S) WILL BE SET AS REQUIRED BY LAW.

(Professional Surveyor and Mapper's Name)

(Florida Registration Number)

(Entity Name)

(Entity Address)

(Entity Certificate of Authorization Number)

(Telephone Number)

The Certificate of Administrative Approval must state as follows:

CERTIFICATE OF ADMINISTRATIVE APPROVAL

IT IS HEREBY CERTIFIED THAT THIS PLAT HAS BEEN ADMINISTRATIVELY APPROVED FOR RECORD BY THE CITY OF DUNEDIN, FLORIDA, THIS _____ DAY OF _____, 20____.

(Name)

(Title)

The Certificate of Conformity must state as follows:

CERTIFICATE OF CONFORMITY

REVIEWED FOR CONFORMITY TO CHAPTER 177, PART I, FLORIDA STATUTES BY A PROFESSIONAL SURVEYOR AND MAPPER UNDER CONTRACT TO THE CITY OF DUNEDIN.

DATE: _____

_____, PROFESSIONAL SURVEYOR & MAPPER

FLORIDA REGISTRATION NO. _____

(Entity Name)

(Entity Address)

(Entity Certificate of Authorization Number)

(Telephone Number)

Whenever any private roads, streets and/or utilities are included in a development, the following notification must appear on the plat:

ALL ROADS, STREETS AND UTILITIES, INCLUDING STORMWATER FACILITIES DESIGNATED AS PRIVATE HEREON, ARE SPECIFICALLY SET ASIDE FOR THE USE BY THE PROPERTY OWNERS AND IN NO WAY CONSTITUTE A DEDICATION TO THE GENERAL PUBLIC OR TO THE CITY, IT BEING SPECIFICALLY UNDERSTOOD THAT NO OBLIGATION IS IMPOSED UPON THE CITY OF DUNEDIN, FOR MAINTENANCE OR IMPROVEMENT OF SUCH ROADS, STREETS AND UTILITIES.

Contact

Please contact Joseph DiPasqua at Joseph.DiPasqua@Dunedin.gov or 727-298-3193 with questions.

Helpful Links

City of Dunedin Land Development Code: [Division 6. Platting](#)

Florida Statutes: [Chapter 177, Part I, Platting](#)

Attachments

City of Dunedin Application for Plat Review

City of Dunedin Engineer's Certification on Design

APPLICATION FOR PLAT REVIEW

City of Dunedin, Florida ♦ Community Development
737 Loudon Avenue, Suite 137, Dunedin, FL 34698 ♦ 727-298-3210

Property Owner(s)

Name		Email	
Address			
City	State	Zip	
Phone	Fax	Cellular	

Applicant

Name		Email	
Address			
City	State	Zip	
Phone	Fax	Cellular	

Agent (if applicable)

Name		Email	
Address			
City	State	Zip	
Phone	Fax	Cellular	

General Information

Project Name			
Property Location or Address			
Legal Description (attach additional sheets as necessary)			
Tax Parcel Number(s)		Total Acreage	
Land Use Category	Zoning District	FEMA Flood Zone(s)	Base Flood Elevation (BFE)

Applicant/Agent Signature & Date

Signature	Printed Name	Date
-----------	--------------	------

The following must be submitted electronically along with this application to Joseph.DiPasqua@Dunedin.gov.

- ☐ Plat for review per section 177.091, F.S.
- ☐ A boundary survey of the platted lands
- ☐ A title opinion of an attorney or a title certification report
- ☐ Letters of no objection from the following:
 - ☐ 911 Communications
 - ☐ Power company (i.e., Duke Energy)
 - ☐ Natural gas provider, if applicable (i.e., Clearwater Gas)
 - ☐ Water and/or sanitary sewer service suppliers, if provided by Pinellas County or a private utility
- ☐ Engineer's Certification on Design



ENGINEER'S CERTIFICATION ON DESIGN

I, _____ hereby certify that the design, plans and specifications of all improvements in connection with the following project:

NAME OF SUBDIVISION PLAT

have been reviewed by me and found to be designed in accordance with standard engineering methods and practices and any applicable ordinances and regulations to the best of my belief or knowledge.

Signed and sealed this _____ day of _____, 20____.

Signature: _____

Florida Registration No.: _____

(SEAL)