



## CITY OF CLERMONT **PLAT SUBMITTAL** **FILING INSTRUCTIONS**

Submit plat, boundary surveys, Joinder and Consent (if not on face of the plat), Opinion of Title, and Declaration of Covenant and Restriction in PDF format on a CD to Development Services or email to [planning@clermontfl.org](mailto:planning@clermontfl.org)

Submit letter from Lake County Office of Public Safety Support approving street names, if applicable.

### **City Fees**

Review Fee - \$250.00 plus \$8.00 per lot, plus \$205 plat coordination fee.

Resubmittal Fee - \$50.00 plus \$8.00 per lot (max of \$775.00), plus \$205 plat coordination fee.

Re-plat Fee - \$300.00 plus \$8.00 per lot, plus \$205 plat coordination fee.

Once the plat is approved by the City Engineer and/or City Surveyor (or contracted consultant) you will be notified and at this time you will need to provide a PDF copy of the plat on 11x17 and 1 mylar 24x36. If additional mylar sets are needed, submit them at this time as well. The plat will then be placed on the next available City Council Agenda. Upon final approval, submit a CD in DWG format or shapefile for the City's GIS system.

Plat will be addressed through the Lake County Office of Public Safety Support and the corresponding addressing fee will be forwarded for final payment.

After the plat has been approved by the City Council and signed by the Mayor you will be notified to pick up the original mylar.

Prior to picking up the mylar, all review fees shall be paid, including the contracted consultant. You will take the mylar to the review surveyor's office for signature. Please coordinate with their office. Once signed by the reviewing surveyor, the plat shall be recorded with the Lake County Clerk of Court Office.



CITY OF CLERMONT  
**PLAT SUBMITTAL**  
 APPLICATION

<b>DATE</b>		<b>FEE</b>	
Project Name (if applicable)			
Applicant			
Contact Person:			
Address	City	State	Zip
Telephone	Fax		
Email			
<b>OWNER INFORMATION (Check box if information is same as Applicant)</b>			
Owner's Name			
Owner Address	City	State	Zip
Telephone	Email		
<b>PROPERTY INFORMATION</b>			
Address of Subject Property	City	State	Zip
Number of Lots and Phase			
General Location			
Land Use (City verification required)			
Zoning (City verification required)			