

BOUNDARY SURVEY AND SKETCH REQUIREMENTS

- ***Boundary Survey Requirements:***

1. Survey must show the entire boundary of the parent parcel.
2. Identify the Property Identification Number of the parcel.
3. Include the name of the platted subdivision along with Plat Book and Page.
4. Survey must include location and outline of all structures and easements on the entire property, including out buildings, pools, etc.

- ***Sketch Requirements:***

1. Submit a “Sketch of Description” of the area to be vacated per Florida Statutes 472, Chapter 5J-17, Florida Administrative Code.
2. **Include the location and outline of all structures on the entire property (i.e. pool, pool cages, sheds, outbuildings, etc.).**
3. Reference the boundary survey in the “Surveyor’s Notes” and show the location of the encroachment on the sketch (i.e. pool, pool cage, concrete deck, etc.)
4. Sketch must also show the entire boundary of the parent parcel.
5. Identify the Property Identification Number of the parcel.
6. Bold the entire area to be vacated and hatch and label.
7. Include the name of platted subdivision along with Plat Book and Page.
8. Do not label the sketch as an exhibit.
9. The description shown on the sketch should be of the area to be vacated.
10. Show all bearings/distances around the perimeter of the area to be vacated. These should be consistent with the description language.
11. Show square footage on the sketch at the end of the description.

NOTE: Both a boundary survey and sketch must be provided.