

# FLORIDA HOUSE OF REPRESENTATIVES

## BILL ANALYSIS

*This bill analysis was prepared by nonpartisan committee staff and does not constitute an official statement of legislative intent.*

**BILL #:** [CS/CS/CS/HB 381](#)

**TITLE:** Platting

**SPONSOR(S):** Holcomb

**COMPANION BILL:** [CS/CS/CS/SB 784](#) (Ingoglia)

**LINKED BILLS:** None

**RELATED BILLS:** None

### Committee References

[Housing, Agriculture & Tourism](#)

16 Y, 0 N, As CS



[Intergovernmental Affairs](#)

16 Y, 0 N, As CS



[Commerce](#)

25 Y, 0 N, As CS

## SUMMARY

### Effect of the Bill:

The bill requires the local governing body responsible for reviewing and approving a plat to:

- Administratively approve plat or replat submissions, with no further action if the submittal complies with statutory requirements;
- Designate an administrative authority to receive, process, and review the plat or replat submittal;
- Within 10 business days after receiving a submission, provide a written notice to the applicant acknowledging receipt of the submittal, identifying any deficiencies, and providing timeframes for reviewing, approving, and otherwise processing the plat or replat submittal. A decision of approval, conditional approval, or denial must be provided within the stated timeline, with written justification for any denial; and
- Issue street and mailing addresses, along with individual parcel identification numbers, within 20 business days after a final plat has been recorded.

Additionally, the bill:

- Prohibits requiring applicants to file a written request for an extension of time; and
- Requires the local governing body to reduce the addressing fee by 10 percent for each business day the governing body has failed to issue the address and parcel identification numbers.

### Fiscal or Economic Impact:

The bill may have an indeterminate negative fiscal impact on local governments to the extent those governments must issue refunds for addressing fees. The bill may have a positive fiscal impact on plat applicants to the extent those applicants may receive refunds and may benefit from faster approval of preliminary plats.

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## ANALYSIS

### EFFECT OF THE BILL:

A [plat](#) or replat submitted under this part must be administratively approved and no further action or approval by the governing body of a county or municipality is required if the plat or replat complies with the requirements of s. 177.091. (Section [1](#)).

The governing body of the county or municipality shall designate, by ordinance or resolution, an administrative authority to receive, review, and process the plat or replat submittal, including designating an administrative official responsible for approving, approving with conditions, or denying the proposed plat or replat. (Section [1](#)).

The bill defines “administrative authority” as a department, division, or other agency of the county or municipality. For purposes of issuing a final administrative approval of a plat or replat submittal, the term also includes an administrative officer or employee designated by the governing body of a county or municipality, including, but not limited to:

- A county administrator or manager;

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- A city manager;
- A deputy county administrator or manager;
- A deputy city manager;
- An assistant county administrator or manager;
- An assistant city manager; or
- Other high-ranking county or city department or division director with direct or indirect oversight responsibility for the county's or municipality's land development, housing, utilizes, or public works programs. (Section [1](#)).

The bill requires that within 10 business days after receipt of a plat or replat submittal, the administrative authority shall provide written notice to the applicant acknowledging receipt of the plat or replat submittal and identifying any missing documents or other information necessary to process the plat or replat submittal for compliance with s. 177.091. The written notice must also provide information regarding the plat or replat approval process, including:

- Requirements regarding the completeness of the process; and
- Applicable timeframes for reviewing, approving, and otherwise processing the plat or replat submittal. (Section [1](#)).

The bill requires the administrative authority to approve, approve with conditions, or deny the plat or replat submittal within the timeframe identified in the written notice provided to the applicant. If the administrative authority does not approve the plat or replat, it must notify the applicant in writing the reasons for denying the approval of the submittal. The written notice must identify all areas of noncompliance and include specific citations to each requirement the plat or replat submittal fails to meet. (Section [1](#)).

The bill prohibits the administrative authority, or an official, an employee, an agent, or a designee of the governing body from requesting or requiring the applicant to file a written extension of time. (Section [1](#)).

The bill modifies specific language to include terms such as replat, administrative authority and other minor changes. (Section [1](#) and [2](#)).

The bill requires a local governing body responsible for reviewing and approving a plat to issue the street and mailing address, along with the individual parcel identification number within 20 business days after a final plat is recorded by the circuit court clerk or other recording officer. The bill imposes a penalty on a local governing body that fails to comply with the 20 business day deadline by requiring the local governing body to reduce the [addressing](#) fee 10 percent for each business day the local government fails to issue the street address, mailing address, and parcel identification number. (Section [3](#)).

The effective date of the bill is July 1, 2025. (Section [4](#)).

## **FISCAL OR ECONOMIC IMPACT:**

### **LOCAL GOVERNMENT:**

The bill may have an indeterminate negative fiscal impact on local governments to the extent those governments must issue refunds for addressing fees.

### **PRIVATE SECTOR:**

The bill may have a positive fiscal impact on plat applicants to the extent those applicants may receive refunds and may benefit from faster approval of preliminary plats.

## **RELEVANT INFORMATION**

### **SUBJECT OVERVIEW:**

[Platting](#)

A “plat” is a map or detailed representation of the subdivision of lands, providing a complete and precise depiction of the subdivision, along with other information that complies with all applicable state requirements and local ordinances.<sup>1</sup> Platting ensures that when subdividing property into lots, all streets, alleys, easements, rights-of-way, public areas, utilities, and sewer and stormwater improvements are identified.<sup>2</sup>

While state laws provide the minimum requirements for the platting of lands, local governments may adopt additional requirements.<sup>3</sup> Prior to approval by the appropriate governing body, the plat must be reviewed for conformity with state and local law and sealed by a professional surveyor and mapper who is either employed by or under contract to the local governing body.<sup>4</sup>

Before a plat is offered for recording with the clerk of the circuit court, it must be approved by the appropriate governing body, and evidence of such approval must be placed on the plat. If not approved, the governing body must return the plat to the professional surveyor and mapper or the legal entity offering the plat for recordation.<sup>5</sup>

The authority for plat approval is designated as follows:

- When the plat to be submitted for approval is located wholly within the boundaries of a municipality, the governing body of the municipality has exclusive jurisdiction to approve the plat.
- When a plat lies wholly within the unincorporated areas of a county, the governing body of the county has exclusive jurisdiction to approve the plat.

When a plat lies within the boundaries of more than one governing body, two plats must be prepared and each governing body has exclusive jurisdiction to approve the plat within its boundaries, unless the governing bodies having said jurisdiction agree that one plat is mutually acceptable.<sup>6</sup>

Every plat of a subdivision offered for recording must have certain information, including providing:

- The name of the plat in bold legible letters, and the name of the subdivision, professional surveyor and mapper or legal entity, and street and mailing address on each sheet.
- The section, township, and range immediately under the name of the plat on each sheet included, along with the name of the city, town, village, county, and state in which the land being platted is situated.
- The dedications and approvals by the surveyor and mapper and local governing body, and the circuit court clerk’s certificate and the professional surveyor and mapper’s seal and statement.
- All section lines and quarter section lines occurring within the subdivision. If the description is by metes and bounds, all information called for, such as the point of commencement, course bearings and distances, and the point of beginning. If the platted lands are in a land grant or are not included in the subdivision of government surveys, then the boundaries are to be defined by metes and bounds and courses.
- Location, width, and names of all streets, waterways, or other rights-of-way.
- Location and width of proposed easements and existing easements identified in the title opinion or property information report must be shown on the plat or in the notes or legend, and their intended use.
- All lots numbered either by progressive numbers or, if in blocks, progressively numbered in each block, and the blocks progressively numbered or lettered, except that blocks in numbered additions bearing the same name may be numbered consecutively throughout the several additions.
- Sufficient survey data to positively describe the bounds of every lot, block, street easement, and all other areas shown on the plat.
- Designated park and recreation parcels.
- All interior excepted parcels clearly indicated and labeled “Not a part of this plat.”
- The purpose of all areas dedicated clearly indicated or stated on the plat.
- That all platted utility easements must provide that such easements are also easements for the construction, installation, maintenance, and operation of cable television services; provided, however, no

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<sup>1</sup> S. [177.031\(14\), F.S.](#)

<sup>2</sup> S. [177.091, F.S.](#); LakelandLaw.com, (May 28, 2020), <https://www.lakelandlaw.com/the-basics-of-platting-property/> (last visited Apr. 11, 2025).

<sup>3</sup> S. [177.011, F.S.](#)

<sup>4</sup> S. [177.081\(1\), F.S.](#)

<sup>5</sup> S. [177.071\(1\), F.S.](#)

<sup>6</sup> *Id.*

such construction, installation, maintenance, and operation of cable television services interferes with the facilities and services of an electric, telephone, gas, or other public utility.<sup>7</sup>

Many local governments have a process to approve a preliminary plat before approving a final plat, and once a preliminary plat is approved, a developer may be allowed to commence construction before the plat is approved. Generally, a preliminary plat is a technical, graphic representation of a proposed development, including plans for streets, utilities, drainage, easements, and lot lines, for a proposed subdivision. If a preliminary plat is required, it is generally a prerequisite for a final plat approval and the submission of any property improvement plans or permit applications.<sup>8</sup> For example, the City of Jacksonville, the Village of Royal Palm Beach, and the City of Tallahassee allow for a preliminary plat approval process.<sup>9</sup>

The fee to have a plat approved differs between local governments. For instance:

- The city of Orlando charges either \$1,200 or \$3,000, depending on the type of plat being submitted.<sup>10</sup>
- Madison County charges either \$1500, \$1700, or \$2000, depending on whether it is a preliminary or final plat and whether improvements are required; additionally, Madison County charges a \$50 fee per lot, along with consultant fees.<sup>11</sup>

Once a final plat is approved, it is submitted to the clerk of the circuit court for recording.<sup>12</sup>

### [Address Assignment](#)

While the procedures for obtaining an address differ between local governments, they typically require the submission of an application form, a survey map, proof of ownership, and compliance with local zoning regulations.<sup>13</sup> Similarly, the timeframes and fees for obtaining an address vary depending on the jurisdiction. For instance:

- Leon County takes 45 days to issue a new address and street name, with a fee of \$156.00.<sup>14</sup>
- Bay County takes five to seven business days, with a fee of \$55.00.<sup>15</sup>
- Orange County, for a single-family residence, takes three business days, with a fee of \$20.00.<sup>16</sup>

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<sup>7</sup> S. [177.091, F.S.](#)

<sup>8</sup> See e.g., [City of Zephyrhills Code of Ordinances Art. XI, Part 11.03.00, s. 11.03.02.01](#).

<sup>9</sup> Jacksonville, Fla., Code § 654.109 (2025), [City of Jacksonville Code of Ordinances s. 654-109](#); Royal Palm Beach, Fla., Code § 22-22 (2025) [Village of Royal Palm Beach Code of Ordinances s. 22-22](#), Tallahassee, Fla., Code § 9-92 (2025), [City of Tallahassee Code of Ordinances s. 9-92](#).

<sup>10</sup> City of Orlando, *Fees—Commercial Development*, [Fees—Commercial Development](#) (last visited Apr. 11, 2025).

<sup>11</sup> Madison County, *Planning & Zoning Fees*, [Madison County Resolution No. 2016-09-14-A](#). (last visited Apr. 11, 2025).

<sup>12</sup> S. [177.073\(1\)\(b\), F.S.](#)

<sup>13</sup> Land Buyers, [How to Get an Address for Land in Florida: A Detailed Guide](#) (last visited Apr. 11, 2025).

<sup>14</sup> Leon County, [Leon County AP&P Operating Guidelines](#) (last visited Apr. 11, 2025).

<sup>15</sup> Bay County, [Address Numbering](#) (last visited Apr. 11, 2025).

<sup>16</sup> Orange County, [Address Assignment](#) (last visited Apr. 11, 2025).

## BILL HISTORY

COMMITTEE REFERENCE	ACTION	DATE	STAFF DIRECTOR/ POLICY CHIEF	ANALYSIS PREPARED BY
<a href="#">Housing, Agriculture &amp; Tourism Subcommittee</a>	16 Y, 0 N, As CS	3/18/2025	Curtin	Rodriguez
THE CHANGES ADOPTED BY THE COMMITTEE:	<ul style="list-style-type: none"> <li>Established a 20-business-day deadline, rather than a two-week deadline, for local governments to issue a certain information.</li> <li>Replaced “building permit fee” with “addressing fee.”</li> </ul>			
<a href="#">Intergovernmental Affairs Subcommittee</a>	16 Y, 0 N, As CS	4/1/2025	Darden	Burgess
THE CHANGES ADOPTED BY THE COMMITTEE:	<ul style="list-style-type: none"> <li>Required counties and municipalities to review and approve preliminary plat or replat submissions administratively and provided timelines for approval.</li> </ul>			
<a href="#">Commerce Committee</a>	25 Y, 0 N, As CS	4/15/2025	Hamon	Rodriguez
THE CHANGES ADOPTED BY THE COMMITTEE:	<ul style="list-style-type: none"> <li>Required a plat or replat submittal to be administratively approved if it complies with the requirements of s. 177.091, F.S.</li> <li>Defined “administrative authority.”</li> <li>Provided timeframes within which the administrative authority must: provide written notice to the applicant acknowledging receipt of the plat or replat submittal and identifying any missing documents or information necessary to process the plat or replat submittal; and approve, approve with conditions, or deny the plat or replat submittal.</li> </ul>			

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**THIS BILL ANALYSIS HAS BEEN UPDATED TO INCORPORATE ALL OF THE CHANGES DESCRIBED ABOVE.**  
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