

SURVEY AND SKETCH REQUIREMENTS

1. Submit a “Sketch of Description” of the area to be vacated per Florida Statutes 472, Chapter 61G17, Florida Administrative Code.
 2. On the sketch include location and outline of all structures on the entire property, including out buildings, pools, etc.
 3. Reference the Boundary Survey in the “Surveyor’s Notes” and show the location of the encroachment on the sketch (pool, pool cage, concrete deck, etc. (The sketch is not a survey, but the encroachment must be shown and labeled.)
 4. Must show the entire boundary of the parent parcel on the sketch.
 5. Identify the Property Identification Number of the parcel.
 6. Bold the outline of the area to be vacated and hatch and label.
 7. Include the name of platted subdivision and Plat Book and Page.
 8. Do not label the sketch as an exhibit.
 9. Description 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.
Should be consistent with the description language.
 11. Show square footage on the sketch at the end of the description.
- * Refer to sketch example.