

Board of County Commissioners

**Updates to Chapter 34 - Subdivision Regulations
to comply with SB 784 “Administrative Plat
Approval”**

August 26, 2025



Presentation Outline

- Purpose
- Background
- Current Process
- Proposed New Process
- Summary
- Action Requested



Purpose

- Respond to legislative mandate for the establishment of an administrative authority to receive, review, process, and approve final plats, and updating Orange County's Code, policies, and procedures as necessary.



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Background

▪ What is a plat?

- Generally, a map, drawing or delineated representation of the division or subdivision of lands, being a complete and exact representation of the division or subdivision and other information in compliance with Part I, Chapter 177, Florida Statutes
- A residential plat depicts the location of all lots, tracts, streets, easements, and other major features to allow for conveyance and construction of homes and infrastructure necessary to support the development. Other binding criteria may also be incorporated as the plat is a legal document of record.



Background

- **SB 784 – Administrative approval of plats plat by designated county or municipal official**
 - Requires certain local governments to designate an administrative authority to receive, review, process, and approve final plat or replat submittals **by July 1, 2025.**
 - Provides certain parameters to local governments for receiving, processing, and issuing final decisions on final plat or replat submittals.
 - Approved by the Governor on June 20, 2025.



Background

▪ SB 784 does the following:

- Requires local governments to designate an “administrative authority” to receive, review, and process plats or replats, including designation of an “administrative official” responsible for approving or denying plats or replats.
- Defines “administrative authority” and “administrative official”
- Requires local governments to provide the following within **7 business days** of plat or replat submittal:
 - Written notice acknowledging receipt of the plat or replat submittal and identifying any necessary documents or information missing from the submittal
 - Information regarding the plat or replat approval process, including requirements to complete process and applicable timeframes for review and approval.



Background

- Unless applicant requests extension of time, the local government's designated administrative authority must take final action on the plat or replat within the identified timeframe provided to the applicant.
 - County may not request or require applicant to file a time extension.
- If local government does not approve plat or replat, it must notify applicant in writing of specific reasons for non-approval. Written notice must identify all areas of noncompliance and include specific citations.



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Current Process

▪ Sect. 34-48, County Code

- County Engineer receives and processes plats for approval and recording.
- Plats that have not been the subject of a public hearing as part of a preliminary subdivision plan shall be approved by BCC at public meeting
 - *E.g.* commercial plats and one-lot plats
 - Consent Agenda – 30 days
- Plats that have been the subject of a public hearing as part of a preliminary subdivision plan or substantial change thereof are approved by the County Mayor as authorized by the BCC



Current Process

- **Sect. 34-48('Plat approval and recording')**
 - a) **The County Engineer shall process a plat for approval and recording. A plat shall comply with Section 34-133 and Part I, Chapter 177, Florida Statutes. In the event of any inconsistency, Florida Statutes shall control. Also, pursuant to section 177.061, Florida Statutes, the plat shall be signed and sealed by a professional surveyor and mapper licensed in the state of Florida.**



Current Process

▪ Sect. 34-48('Plat approval and recording')

- b) For lands located within unincorporated Orange County which **have not been the subject of a public hearing** before the Board of County Commissioners on a preliminary subdivision plan, such as a commercial plat or one lot plat, the plat shall not be recorded, whether as an independent instrument or by attachment to another instrument entitled to record, unless and until such plat has been **approved by the Board of County Commissioners at a public meeting.**
- c) For lands located within unincorporated Orange County which **have been the subject of a public hearing** before the Board of County Commissioners on a preliminary subdivision plan or on a substantial amendment to an approved preliminary subdivision plan, the Board of County Commissioners hereby delegates to the County Mayor the authority to approve such plat, and the plat shall not be recorded unless and until it has been **approved by the County Mayor.**



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Proposed New Process

- **Through proposed ordinance and resolution:**
 - **The County Engineer, through the Public Works Department, will continue to receive, review, and process submittals of final plats or replats.**
 - **The County Mayor, or designee, will be the signatory for approval on all final plats or replats.**
 - **The Orange County Mayor, or designee, will accept any dedications made on an approved final plat or replat.**
- **30 day requirement for consent agenda items is eliminated.**



Proposed New Process

- **Sect. 34-48('Final plat approval and recording')**
 - a) **The County Engineer shall process a final plat for approval and recording. A final plat shall comply with Section 34-133 and Part I, Chapter 177, Florida Statutes. In the event of any inconsistency, Florida Statutes shall control. Also, pursuant to section 177.061, Florida Statutes, the final plat shall be signed and sealed by a professional surveyor and mapper licensed in the state of Florida.**



Proposed New Process

- **Sect. 34-48('Final plat approval and recording')**
 - b) For lands located within unincorporated Orange County which have not been the subject of a public hearing before the Board of County Commissioners on a development plan, such as a commercial plat or one lot plat, the Board of County Commissioners hereby delegates to the County Mayor, or designee, the authority to approve such plat, and the final plat shall not be recorded, whether as an independent instrument or by attachment to another instrument entitled to record, unless and until the final plat has been approved by the County Mayor, or designee.**



Proposed New Process

- **Sect. 34-48('Final plat approval and recording')**
 - c) **For lands located within unincorporated Orange County which have been the subject of a public hearing before the Board of County Commissioners on a preliminary subdivision plan, subdivision plan, or on a substantial amendment to an approved preliminary subdivision or subdivision plan, the Board of County Commissioners hereby delegates to the County Mayor, or designee, the authority to approve such plat, and the final plat shall not be recorded unless and until it has been approved by the County Mayor, or designee.**



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Summary

- **The County is required to designate an administrative authority to receive, review, process, and approve final plat or replat submittals.**
- **Proposed ordinance and resolution:**
 - **County Engineer and Public Works Dep't will continue to receive, review, and process submittals of final plats or replats.**
 - **County Mayor, or designee, will sign all final plats or replats.**
 - **County Mayor, or designee, will accept any dedications made on an approved final plat or replat.**



Summary

- Request to amend the Resolution title as follows:
 - RESOLUTION *of the* ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS
regarding DELEGATION OF AUTHORITY TO THE PUBLIC WORKS DEPARTMENT TO RECEIVE, REVIEW, AND PROCESS FINAL PLAT SUBMITTALS, AND DELEGATION OF AUTHORITY TO THE COUNTY MAYOR, OR DESIGNEE, TO APPROVE, AND ACCEPT ANY DEDICATIONS SHOWN ON, FINAL PLATS



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Action Requested

- **Approve and Adopt an Ordinance Pertaining To Plat Approval Procedures; Amending Chapter 34 Of The Orange County Code (“Subdivision Regulations”) To Comply With Chapter 177, Florida Statutes, As Amended; By Amending Section 34-48 (“Plat Approval And Recording”); And Providing An Effective Date.**
- **Approve and Execute a Resolution regarding Delegation of Authority To The Public Works Department To Receive, Review, And Process Final Plat Submittals, And Delegation Of Authority To The County Mayor, or Designee, To Approve, And Accept Any Dedications Shown On, Final Plats.**