

PRELIMINARY/FINAL PLAT APPLICATION

Application No.: _____ Date: _____

* Agent for Petitioner .

Applicant*

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Home No.: _____ Cell No.: _____
Work No.: _____ Fax No.: _____
Email: _____

Petitioner(s)

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Home No.: _____ Cell No.: _____
Work No.: _____ Fax No.: _____
Email: _____

Property Description: Section: _____ Township: _____ South Range: _____ East

Legal Description: _____

Subdivision: _____ Lot(s): _____ Block/Parcel: _____

Alternate Key #: _____ Parcel ID: _____

Attach Proof of Ownership

Date of Boundary Survey: _____ Revision Dates (if any): _____

Total Acreage of Subdivision: _____ Developed Density @: _____ DU/Acre

Future Land Use Designation: _____ County Road (Must be Paved): _____

Total Number of Proposed Lots: _____ Total Number of Proposed Parcels: _____

Approximate Number and Acreage of:

Single-family Parcels: _____ # _____ Acres± Multi-family Parcels: _____ # _____ Acres ±

General Location: _____

Variances that will be requested (if any):

- (1) _____
- (2) _____
- (3) _____

List tract numbers and approximate area for the following to be provided by the plat:

	<u>TRACT #</u>	<u>ACRES ±</u>
Sewer Plant and Treatment Areas	_____	_____
Water and Well Sites	_____	_____
Stormwater Retention	_____	_____

If the applicant is other than the owner, a letter of authorization is required from the owner of the property to be subdivided.

I DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN AND THE ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature: _____

STATE OF FLORIDA
COUNTY OF CITRUS

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared _____, who is personally known to me or provided _____ as identification and who did not take an oath.

WITNESS my hand and official seal this _____ day of _____, _____.

Printed Name

Seal

Notary Public - State of Florida

For Staff Use Only

Date: _____

ATF: _____

Time: _____

QTR: _____

Initials: _____

LUD: _____

FOR FINAL PLAT ONLY:

Phone Company: _____

Cable TV: _____

Electric Service: _____

Water Provider: _____

Sewer Provider: _____

Mosquito Control: _____

Gas Provider: _____

CHECK LIST FOR PRELIMINARY SUBDIVISION PLAT

YES NO N/A GENERAL REQUIREMENTS – COVER SHEET ONLY

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | 1. Location map |
| _____ | _____ | _____ | a. Stated graphic scale |
| _____ | _____ | _____ | b. Position in and relationship to section(s) |
| _____ | _____ | _____ | c. Township(s) and range(s) |
| _____ | _____ | _____ | d. Principle roads |
| _____ | _____ | _____ | e. City limits (if applicable) |
| _____ | _____ | _____ | 2. Area of the tract and number of lots |

GENERAL REQUIREMENTS – ALL SHEETS

- | | | | |
|-------|-------|-------|--|
| _____ | _____ | _____ | 3. Title Block |
| _____ | _____ | _____ | a. Subdivision name |
| _____ | _____ | _____ | b. Stated graphic scale |
| _____ | _____ | _____ | c. Minimum scale required – Class A: 1" = 100" |
| _____ | _____ | _____ | Minimum scale required – Classes B & C: 1" = 200" |
| _____ | _____ | _____ | d. North arrow |
| _____ | _____ | _____ | e. Surveyors name |
| _____ | _____ | _____ | f. Date |
| _____ | _____ | _____ | g. Revision date(s) (if any) |
| _____ | _____ | _____ | 4. Sheet size 24" x 36" |
| _____ | _____ | _____ | 5. Margin: 3/4" |
| _____ | _____ | _____ | 6. Sequential cross-referenced numbering (e.g., sheet 1 of 4) |
| _____ | _____ | _____ | 7. Notes explaining abbreviations |
| _____ | _____ | _____ | 8. Name and address of the owner(s) |
| _____ | _____ | _____ | 9. Surveyor's original signature and seal |
| _____ | _____ | _____ | 10. Engineer's original signature and seal |
| _____ | _____ | _____ | 11. Name, address and telephone number of individual responsible for the preparation of the drawing(s) |
| _____ | _____ | _____ | 12. Certification that the drawing(s) conform to the provisions of Chapter 61G17-6, Minimum Technical Standards, Florida Board of Professional Surveyors and Mappers |
| _____ | _____ | _____ | 13. Certification that the proposed improvements will be designed in conformance with the requirements of the Land Development Code |
| _____ | _____ | _____ | 14. Lots |
| _____ | _____ | _____ | a. Size/dimension |
| _____ | _____ | _____ | b. Lot(s) or tract(s) – numbering consecutively |
| _____ | _____ | _____ | c. Block(s) – numbering consecutively |
| _____ | _____ | _____ | d. Building lines |
| _____ | _____ | _____ | 15. Right-of-way |
| _____ | _____ | _____ | a. Width |
| _____ | _____ | _____ | b. Location |
| _____ | _____ | _____ | c. Street names (existing and proposed) |
| _____ | _____ | _____ | d. Easements |

GENERAL REQUIREMENTS – ALL SHEETS

- | | | | |
|-------|-------|-------|--|
| _____ | _____ | _____ | 16. Special reservations (parks, schools, churches, open space, residential and commercial) both within the subdivision and adjacent thereto |
| _____ | _____ | _____ | 17. Amount of land devoted to the various land uses within the subdivision |
| _____ | _____ | _____ | 18. Location of any underground or overhead utilities, culverts, and drains on the property and within the subdivision and adjacent thereto |
| _____ | _____ | _____ | 19. Recent topographic survey with a one-foot contour interval for the subdivision and the area within 100 feet of the boundary |
| _____ | _____ | _____ | 20. 100-year flood elevation with limits for the proposed subdivision |
| _____ | _____ | _____ | 21. Minimum required habitable floor elevations |
| _____ | _____ | _____ | 22. A plat or aerial photograph indicating all types, sizes, and number of trees to be removed together with a preliminary tree protection plan. |
| _____ | _____ | _____ | 23. Utilities |
| _____ | _____ | _____ | 24. Surface drainage plan |
| _____ | _____ | _____ | 25. Surface waterbodies within the proposed subdivision |
| _____ | _____ | _____ | a. Lakes |
| _____ | _____ | _____ | b. Canals |
| _____ | _____ | _____ | c. Normal water elevation |
| _____ | _____ | _____ | d. Drainage areas for each |
| _____ | _____ | _____ | e. vegetative communities within wetlands |
| _____ | _____ | _____ | 26. Variance request (if applicable) |
| _____ | _____ | _____ | 27. Letter of transmittal to School Board |
| _____ | _____ | _____ | 28. Letter of transmittal to adjacent municipality (if within one mile) |
| _____ | _____ | _____ | 29. Verification of ownership |
| _____ | _____ | _____ | 30. Letter of authorization from property owner |
| _____ | _____ | _____ | 31. Does the check (cash) meet the fee schedule? |
- Preliminary Plat** - \$ 300.00 plus \$ 20.00 per lot/parcel; and a \$20.00 advertising fee.
 Final Plat - \$ 400.00 plus \$ 20.00 per lot/parcel; and a \$20.00 advertising fee.

MAKE CHECKS PAYABLE TO: Board of County Commissioners

ADDITIONAL COMMENTS OR REQUIREMENTS:

CHECKED IN BY: _____ DATE: _____

TIME: _____

FOR STAFF USE ONLY:

- | | | | |
|-----|----|-----|---|
| YES | NO | N/A | Modification of Development Plan (LDC 2224.) |
| YES | NO | N/A | Biological Survey (LDC 4173.) 5 AC+ |
| YES | NO | N/A | Traffic Study (LDC 4210.) 50 DU+ |
| YES | NO | N/A | Sidewalks (to be shown on Improvement Plans) (LDC 4222.) – on collector or arterial roads |
| YES | NO | N/A | Stub out to adjacent unplatted lands (LDC 4221. H.) |

CHECK LIST FOR FINAL SUBDIVISION PLAT

<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>GENERAL REQUIREMENTS – ALL SHEETS</u>
_____	_____	_____	1. Title Page
_____	_____	_____	a. Subdivision name
_____	_____	_____	b. Attorney’s opinion of title or title company certificate
_____	_____	_____	c. Notary acknowledgment
_____	_____	_____	d. Developer’s acknowledgment and dedication
_____	_____	_____	e. Consent of mortgagee
_____	_____	_____	f. Signature lines for officials
_____	_____	_____	g. Surveyor’s original signature and seal
_____	_____	_____	h. Engineer’s original signature and seal
_____	_____	_____	2. Stated graphic scale – plat
_____	_____	_____	3. North arrow
_____	_____	_____	4. Surveyor’s name
_____	_____	_____	5. Date
_____	_____	_____	6. Sheet size: 24” x 36”
_____	_____	_____	7. Margin: 1” except left side where 3” is required
_____	_____	_____	8. Sequential cross-referenced numbering (e.g., Sheet 1 of 4)
_____	_____	_____	9. Index sheet
_____	_____	_____	10. Notes explaining abbreviations
_____	_____	_____	11. Lettering (minimum: 1/8”)
_____	_____	_____	12. Location map
_____	_____	_____	a. Stated graphic scale
_____	_____	_____	b. Position in and relationship to section(s)
_____	_____	_____	c. Township(s) and range(s)
_____	_____	_____	d. Principal roads
_____	_____	_____	e. City limits (if applicable)
_____	_____	_____	13. Legal description – metes and bounds
			<u>OTHER SPECIFIC REQUIREMENTS WITHIN THE SUBDIVISION</u>
_____	_____	_____	14. Lots
_____	_____	_____	a. Size/dimension
_____	_____	_____	b. Lot(s) or tract(s) – numbered consecutively
_____	_____	_____	c. Block(s) – numbered consecutively
_____	_____	_____	15. Right-of-way
_____	_____	_____	a. Width
_____	_____	_____	b. Location
_____	_____	_____	16. Existing easements
_____	_____	_____	17. Proposed easements or rights-of-way
_____	_____	_____	a. Drainage – 30 feet
_____	_____	_____	b. Utilities – 16 feet
_____	_____	_____	18. Proposed special reservations (as applicable)
_____	_____	_____	a. Potable water well site
_____	_____	_____	b. Sewer plant and treatment site(s)
_____	_____	_____	c. Drainage area(s) or notation

OTHER SPECIFIC REQUIREMENTS WITHIN THE SUBDIVISION

- _____ 19. Proposed open space(s)
- _____ 20. Recreation area(s)
- _____ 21. Street name(s)
- _____ 22. Flood plain limits with flood elevation or note if not in a flood hazard area
- _____ 23. Dimensions of perimeter of proposed subdivision
- _____ 24. Relationship to any water(s) edge (all bodies of water)
- _____ 25. Jurisdictional line

OTHER REQUIREMENTS AFFECTING THE SUBDIVISION

- _____ 26. Certification of ownership
- _____ 27. Approval of Improvement Plans
- _____ 28. Estimate of cost for subdivision improvement
- _____ 29. Declaration of covenants, conditions, and restrictions (if any)
- _____ 30. Utility companies' agreements on easements
- _____ 31. Improvement agreements
 - _____ a. Improvement escrow agreement
 - _____ b. Improvement bond agreement
 - _____ c. Improvement agreement with irrevocable letter of credit
- _____ 32. If built, proof of inspection and approval by Public Works Department
- _____ 33. Maintenance agreements (if improvements built and dedicated to Citrus County)
 - _____ a. Maintenance escrow agreement (15%)
 - _____ b. Maintenance bond agreement (15%)
 - _____ c. Maintenance agreement with irrevocable letter of credit (15%)
- _____ 34. Plat variance(s) approval(s) (if any)
- _____ 35. Preliminary plat conditions compliance
- _____ 36. Central water and/or sewer agreement, if applicable
- _____ 37. Notation of method of water and sewer, and supplier if from existing utility
- _____ 38. Proof of SWFWMD 40D-4 Stormwater Permit or exemption
- _____ 39. Recording fees collected \$_____
 - _____ a. Drawings - \$. first sheet; \$. each additional sheet
 - _____ b. Documents - \$. first sheet; \$. each additional sheet

MAKE CHECKS PAYABLE TO: The Clerk of the Court

ADDITIONAL COMMENTS OR REQUIREMENTS:

CHECKED IN BY: _____

DATE: _____

TIME: _____

AUTHORIZATION

APPLICATION REQUEST: (check one)

____ Variance ____ Conditional Use ____ Minor Subdivision ____ Lot Reconfiguration

____ Plat Vacation ____ Street Vacation ____ Comprehensive Plan Amendment

____ Atlas Amendment ____ Other (specify): _____

LEGAL DESCRIPTION OF PROPERTY:

Section _____ Township _____ Range _____ Alternate Key # _____

Lot/Parcel _____ Block _____

Subdivision _____

I, _____, owner of the above described property,
(Name of Owner)

authorize _____ of _____ to
(Name of Representative) (Name of Business)

serve as agent on my behalf for the purpose of making application for the proposed request. No further authorization is expressed or implied, than that which is described herein.

SIGNATURE: _____

STATE OF FLORIDA
COUNTY OF CITRUS

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared _____, who is personally known to me or provided _____ as identification and who did not take an oath.

WITNESS my hand and official seal this _____ day of _____, _____.

Printed Name

Seal

Notary Public - State of Florida
(Signature of Owner)



Board of County Commissioners

DEPARTMENT OF DEVELOPMENT SERVICES

Web Address: <http://www.bocc.citrus.fl.us>

Toll Free (352) 489-2120 TTY (352) 527-5312

3600 W. Sovereign Path, Lecanto, FL 34461-8070

In reply, refer to:

NOTICE

INFORMATION REQUIRED FOR ALL APPLICATIONS

Effective August 22, 2006, it is the policy of the Board of County Commissioners to require complete and sufficient applications prior to setting of a public hearing date. The application you submit to the Community Development Division (CDD) must include a completed application with proof of ownership, authorization by owner (as applicable), necessary fees, legal description, site plan, and any additional information identified by the CDD as deemed necessary to review and prepare a written findings report and recommendation to the Planning and Development Review Board and/or the Board of County Commissioners. Such information may include, but is not limited to, boundary survey, master plan of development, biological survey, tree preservation plan, landscape plan, historical/archeological survey, wetland boundary delineation, line of mean annual flood or ordinary high water line, parking study, transportation facilities analysis (subject to prior methodology acceptance), drainage facilities analysis, public school facilities analysis, public facilities (water/wastewater) analysis, level of service compliance, and other agency approvals. **Applications deemed incomplete will be returned to the applicant.**

Once the application is deemed complete, the CDD shall have thirty (30) days in which to make a determination as to the sufficiency of the information contained in the application for the purpose of review and to prepare a findings report and recommendation to the Planning and Development Review Board and/or the Board of County Commissioners. You will be notified in writing as to the sufficiency status of your application. If your application is deemed insufficient, such application shall be held in abeyance until such time as the required information is received by the CDD. If you fail to provide the information requested by the CDD within 120 days of notification, or within a time agreed upon by the applicant and the CDD, the application shall be considered withdrawn. When the CDD determines that the application information is sufficient to review, then the public hearing date will be set. Formal notification of hearing dates will be mailed to you.

You may request that the CDD arrange a conference to discuss requirements for information in accordance with the adopted standards and criteria of the Citrus County Land Development Code and the Citrus County Comprehensive Plan. A determination of sufficiency by the CDD does not necessarily indicate that the CDD or other reviewing agencies agree with the information and conclusions presented in the application, nor does it constitute a determination for positive findings for recommendation by the Department to the Planning and Development Review Board and/or the Board of County Commissioners.

Administration Suite #109 (352) 527-5220 Fax 527-5317	Building Division Suite #111 (352) 527-5310 Fax 527-5317	Housing Services Division Suite #147 (352) 527-5377 Fax 527-5389	Community Development Suite #140 (352) 527-5239 Fax 527-5252
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