



# City of Crescent City

3 NORTH SUMMIT STREET  
CRESCENT CITY, FLORIDA 32112-2599

City Hall: (386) 698-2525  
Police: (386) 698-1211  
Fire: (386) 698-1212  
Gas Dept: (386) 698-1486  
Water Dept: (386) 698-2525  
FAX: (386) 698-3467

APPLICATION FOR PRELIMINARY PLAT APPROVAL  
FEE- \$1000.00 +PLUS  
PUBLIC ADVERTISING FEE \$58.00

1. Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
  
2. Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
  
3. Surveyor's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
State Registration No \_\_\_\_\_
  
4. Developer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Contractor's License \_\_\_\_\_
  
5. Engineer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
State Registration No. \_\_\_\_\_
  
6. Number of Proposed Lots: \_\_\_\_\_
  
7. Existing Zoning: \_\_\_\_\_
  
8. Existing Land Use Category: \_\_\_\_\_
  
9. Name of Proposed Subdivision: \_\_\_\_\_
  
10. Location of Subdivision: \_\_\_\_\_

11. The legal description of the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Proof of Ownership. Warranty deed or contract for sale is required as proof of ownership. Certified Title Opinion from a licensed Title Company not older than thirty (30) days.

13. If applicant is other than owner, a notarized letter authorizing the applicant to act on the behalf of the owner, shall be required.

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date

## Required Submittals for Preliminary Plat

Required submittals for the preliminary plat shall consist of twelve (12) copies of the plat, engineering drawings and other auxiliary submittals as herein stated.

### 1. Plat Requirements:

A preliminary plat, drawn at scale not less than one inch to equal one hundred feet (1" = 100') prepared by a registered surveyor or engineer and twelve (12) copies submitted showing graphically or by notes:

- \_\_\_\_\_ a.      **Title Block**      The title or name of the proposed subdivision, the name and address of the owner of the tract proposed for development, the name and address of the engineer and the surveyor engaged to prepare and design the preliminary plat.
- \_\_\_\_\_ b.      **Legend**            Date, scale of plat, north arrow, current zoning, total number of lots and minimum lot size.
- \_\_\_\_\_ c.      **Legal Description**    A full and detailed legal description of the tract to be platted and its approximate acreage.
- \_\_\_\_\_ d.      **Vicinity Map**        Showing relationship between area proposed for development and surrounding streets and public facilities shall be at a scale of not less than one inch to equal two-thousand feet (1" = 2000')
- \_\_\_\_\_ e.      **Streets**             The location, name and right-of-way and pavement width both on and immediately contiguous to the subdivision tract shall be shown.
- \_\_\_\_\_ f.      **Public Open Space and Easements**   Existing park lands, lakes, waterways with the tract to be subdivided shall be shown. Existing public easements shall be shown on the plat. The purpose for such easements shall be indicated.
- \_\_\_\_\_ g.      **Dedications and Reservations**       All parcels of land proposed to be dedicated or reserved for public use, such as roads, easements, parks, sidewalks, bicycles or pedestrian trails shall be indicated on the plat.

- \_\_\_\_\_ h. Lot lines, areas and numbers The proposed lot line, lot area, appropriate dimensions and lot numbers shall be shown. Lots shall be numbered in each block or other manner as approved by the City.
- \_\_\_\_\_ i. Topography Contour intervals of one foot (1') except where determined be unreasonable by the City Engineer.
- \_\_\_\_\_ j. Proposed building setback lines
- \_\_\_\_\_ k. Phasing Planned phasing, if any, should be shown. Each phase should be designed to stand on its own if subsequent phases are not developed.

2. Other Submittals:

- \_\_\_\_\_ a. Arbor information The location of all trees greater than six inches (6") in diameter measured approximately four feet (4') above the ground in rights-of-ways and easements shall be indicated.
- \_\_\_\_\_ b. Covenants A draft copy of any proposed protective covenants or deed restrictions shall be submitted.
- \_\_\_\_\_ c. Title A certificate of ownership, signed by a licensed attorney at law or an abstract company, in form approved by the City attorney, and showing:
  - 1. Parties executing plat are owners of land embraced by the plat.
  - 2. All mortgages, liens or other encumbrances.
  - 3. That all taxes and assessments are paid to date.
  - 4. Description of plat is correct.
  - 5. No conflicting rights-of-way, easements or plat exist.

3. Engineering Drawings:

Preliminary engineering plans and specifications for the following improvements, both on-site and off-site shall be submitted to the Planning and Zoning Director at the same time as the preliminary plat.

- \_\_\_\_\_ a.        Water Systems    Size, material and location of water main, plus valves and fire hydrants.
- \_\_\_\_\_ b.        Sewer Systems    Size, material and location of lines with submittal of profile where required.
- \_\_\_\_\_ c.        Stormwater drainage facilities.
- \_\_\_\_\_ d.        Bulkheads
  
- \_\_\_\_\_ e.        Streets,
- \_\_\_\_\_ f.        Sidewalks, bicycle paths and pedestrian paths.
- \_\_\_\_\_ g.        Excavation and fill.
- \_\_\_\_\_ h.        Landscaping and irrigation.

4.        Required Permits:

Permits and/or permit applications from all regulatory and applicable governmental agencies, including but not limited to the following:

- a.        Department of Environmental Protection
- b.        St. Johns River Water Management District
- c.        Army Corps of Engineers
- d.        Putnam County
- e.        Florida Department of Transportation
- f.        Department of Natural Resources
- g.        Other outside agency permits required for development activities

## Review of Preliminary Plat

1. **Purpose**            The purpose of the preliminary plat is to permit complete and accurate presentation of technical data and preliminary engineering drawings in such a manner as to allow complete review and evaluation of the proposed development and its impact upon both the site and the surrounding areas.
2. **Initial Point and Deadline:**    All submittals must be made to the Planning and Zoning Director by the first Monday of any given month.
3. **Submittal and Fees:**            All submittals shall be as outlined, plus any other additional submittals which were requested at the pre application; appropriate fees shall be paid at the time of the submittal.
4. **Review Process:**            Each preliminary plat shall be subjected to a standard review process as outlined below.
  - a.    The Planning and Zoning Director receives all submittals, ensures that they are complete and distributes them to the appropriate staff.
  - b.    The proposed preliminary plat is reviewed by the Development Review Committee, recommendations are forwarded to the Planning and Zoning Commission.
  - c.    Based on the information generated and the recommendations of the Development Review Committee, the Planning and Zoning Commission shall recommend either approval, disapproval or approval subject to stated conditions. Presentation of the plan must be made by the staff to the Planning and Zoning Commission at a mutually agreeable meeting unless additional information or submittals are required, in which case, the applicant shall have ninety (90) days from the date of action by the Development Review Committee to made all required submittals.
  - d.    If the recommendation of the Development Review Committee is for denial, the subdivider shall have the option to submit, within sixty (60) days, a revised preliminary plat without fee for review by the Development Review Committee prior to the presentation to the Planning and Zoning Commission. Any revisions after the first revision will require an additional preliminary plat fee and will be subject to the same sixty (60) day deadline. An extension to any of these deadlines may be considered by the Development Review Coordinator if a written request is submitted by the subdivider prior to the expiration date.

- e. The preliminary plat shall be submitted to the City Council for action at their next available meeting following the review of the Planning and Zoning Commission provided all advertising and submittal deadlines can be met.
  - f. Based on the information presented and the recommendations of the Planning and Zoning Commission, the City Council shall approve, disapprove or approve subject to stated conditions.
5. **Time Limit on Approval** A final subdivision plat or plats shall be submitted within six (6) months after the preliminary plat approval for all areas included in the preliminary plat or the preliminary plat approval shall lapse. An extension of the six (6) month limit may be considered by the Planning and Zoning Commission upon written request by the applicant prior to the expiration date showing cause for such an extension. Only 1 – 6 month extension shall be allowed.

---

Owner/Applicant Signature

---

Date