



City of Crescent City
3 NORTH SUMMIT STREET
CRESCENT CITY, FLORIDA 32112-2599

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

APPLICATION FOR MINOR SUBDIVISION APPROVAL

Fee \$350.00

PLUS PUBLIC ADVERTISING FEE

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. **The number of Proposed Lots:** _____
Existing Zoning: _____

DISCLAIMER ISSUING OF THIS PERMIT DOES NOT RELEASE THE APPLICATION FROM OBTAINING ALL OTHER NECESSARY PERMITS

Existing Land Use Category: _____

7. **Name of Proposed Subdivision:**

8. **Location of Subdivision** _____

9. **Are there any deviations from the preliminary plat? If yes, please describe:**

10. **The legal description of the property:**

11. **Proof of Ownership.** A 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.

12. If the applicant is other than the 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 Final Plat

The required submittals, meeting the legal requirements of platting, of the final plat shall consist of a fully executed correct plat map, meeting all state and country standards, final engineering drawings and auxiliary submittals, and all required legal instruments.

1. **General** The final plat shall be drawn with black ink on linen tracing cloth or equally durable material, using sheets twenty-two and one-half (22.5) inches by twenty-seven (27) inches. Each sheet shall have a marginal line completely around the sheet placed to leave a three-inch binding margin on the left and a one-inch margin on the other three (3) sides. Final plats shall meet all the requirements of Chapter 177, Florida Statutes, and shall be so certified by the land surveyor. The final plat shall be at a scale of not more than one hundred (100) feet to the inch. All dimensions shall be to the nearest one-hundredth of a foot and angle to the nearest second of a degree. The originally signed mylar and twelve (12) paper copies must be submitted with the application. The mylar shall be prepared with signature lines for The property owner, known as the grantor, the licensed Surveyor, City Clerk, and City Mayor as well as a signature line for the Clerk of the Circuit Court

2. **Plat Requirements** The final plat shall constitute only that portion of the approved preliminary plat which the applicant proposes to record and develop at the time; provided, however, that such portion conforms to all requirements of these regulations. Twelve (12) FOLDED copies of the final plat showing the following information shall be provided:

- a. Title block to include the name of the subdivision, the appropriate section, township, and range, and the "City of Crescent City, Putnam County, Florida."
- b. The legal description of the area contained within the plat with bearings and distances and with references to a subdivision corner tie.
- c. A vicinity map, at scale, showing the proposed subdivision about the surrounding streets.
- d. The location of all permanent reference markers (PRM's) in conformance with state statutes.
- e. A legend that defines all symbols, shows stated and graphic scale, and displays the north arrow.
- f. A Sufficient data to determine readily and reproduce on the ground, the location, bearing, and length of each street right-of-way line, boundary line, block line, and building line, whether curved or straight, adequately correlated with monuments and markers.
- g. The right-of-way lines, widths, and names of all streets and roads.
- h. The radius, central angle, and acres of all curved streets and curved property lines.
- i. Lot line dimensions and lot and block numbers.
- j. Proposed building setback lines from side, front, and back lot lines.
- k. Location and width of canals and waterways.
- l. Dedications, reservations, and easements, showing widths and purpose, shall be delineated on the face of the plat and shall not be incorporated by reference.
- m. The names, locations, and plat book and page numbers of abutting subdivisions and streets, and the location of abutting subdivisions.
- n. Certificates, as required by Florida Statutes, of owners showing dedications; of surveyor confirming correctness, of Planning and Zoning Commission approval; of City Commission approval; and for Clerk of Circuit Court recording. Signatures of owners must be in conformance with Section 692.01, Section 689.01, Section 695.25, and Section 695.26, Florida Statutes, as applicable.
- o. A certificate of consent and approval by the mortgagee on the plat or as a separate instrument.

3. Additional Required Legal Submittals. The approval of the final plat shall be made only pursuant to certification of adequacy of the following list of required submittals by the Planning and Zoning Director and City Attorney as appropriate. a. Covenants: Any protective deed covenants to be placed on the property shall be notarized and, in a form, suitable for recording. b. Title Certificate: 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. 2. 3. 4. 5. Parties executing plat are owners of land embraced by the plat. All mortgages, liens, or other encumbrances. That all taxed and assessments are paid to date. The description of plat is correct. No conflicting rights-of-way, easements, or plat exist

Review of Final Plat

1. Purpose: The purpose of the final plat is to ensure the preparation, completion, and recording of a final plat map and its accompanying legal documentation and the review and approval of final technical submittals and engineering drawings.

2. Initiation Point and Deadline: All submittals must be presented to the Planning and Zoning Director by the first Monday of any given month.

3. Submittals and Fees: All submittals shall be required plus any submittals required as a condition of preliminary plat approval; appropriate fees shall be paid at the time of submittal. Additional costs incurred by the city engineer or outside consultants shall be billed directly to the applicant.

4. Review Process: All final plats shall be subject to a standard review process as outlined below: -

a. All submittals are received by the Planning and Zoning Director, compiled, and distributed to the appropriate members of the Development Review Committee.

b. Members of the Development Review Committee shall reply by memorandum to the Development Review Coordinator concerning any comments they have regarding the plat. If significant problems exist, as determined by the Planning and Zoning Director, with the plat or property to be subdivided, the applicant may be required to meet with the Development Review Committee to discuss those problems and proposed solutions.

c. If plat does not meet all requirements, the applicant shall, within sixty (60) days, submit a revised final plat, without fee, for review by the Development Review Committee. Any revisions after the first revision will require an additional final plat fee and will be subject to the same sixty (60) day deadline. Deadlines may be extended by the Planning and Zoning Director upon receipt of the written request before the expiration date.

d. If the plat complies with all requirements, it shall be presented to the City Commission. If the applicant is not present for the submission to City Commission under paragraph (f), the Planning and Zoning Director shall notify the applicant in writing of the decision of the City Commission.

Recording of Final Plat

The linen, or equivalent material copy, of the approved final plat, will be retained by the city for the purpose of recording with the Clerk of the Circuit Court of Putnam County after approval by the Mayor and Planning and Zoning Commission. All fees and documents required by the clerk for filing and recording of the approved final plat shall be transmitted through the Planning and Zoning Director to the County Clerk when final approval is received.

No plat of lands in Crescent City subject to this Code shall 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 City Commission.

Owner/Applicant Signature

Date