



THE CITY OF  
**CRESCENT**  
CITY FLORIDA

APPLICATION FOR FINAL PLAT APPROVAL FEE-\$2000.00

PLUS, THE 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: \_\_\_\_\_

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, the City Manager, and the 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 that 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. 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. Engineering Drawings** Twelve (12) copies of each of the final 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 final plat submittal.

- a. Water system. Size, materials, and location of water main, plus valves and hydrants.
- b. Sewer system. Size, materials, 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. Additional Required Legal Submittals**

The approval of the final plat shall be made only under certification of the adequacy of the following list of required submittals by the Planning and Zoning Director or City Manager as appropriate.

- a. Bonds. The approval of any plat shall be subject to the condition that the installation of storm drainage facilities, bulkheads, streets, and water and sewer lines will be constructed according to approved lands by filing a performance bond or bonds executed by an approved corporate surety company in the amount of one construction shall be: (1) estimated by the applicant's engineer or, (2) based upon the actual costs outlined in a bona fide construction contract for the project. The performance bond amount must be approved adequate by the City Manager. The plat cannot be recorded until the maintenance bond is approved. In private subdivisions, where no facilities are to be dedicated to the public, the required performance and maintenance bond shall run to the property owner's association, not to the city.

Bonding requirements may also be met by the following, but are not limited to:

1. Escrow deposit.

- a. Cashier's Check
- b. Certified Check

b. Others, as approved by the City Commission which may include a developer-lender-city agreement for providing public improvements, assignment of interest-bearing certificate of deposit, irrevocable letters of credit, or developer's agreement.

1. Covenants: Any protective deed covenants to be placed on shall be notarized and in a form suitable for recording

c. Title Certificate: A certified title opinion not older than 30 days prepared by a licensed title company or attorney demonstrating the following:

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 the plat is correct.
5. No conflicting rights-of-way, easements, or plat exist

**5. Other Required Submittals:**

a. Arbor Information. The location of all trees within road rights-of-way and easements to be cleared will be submitted to the Planning and Zoning Director if different information than shown on the preliminary plat. Any necessary tree replacement shall be recommended at this stage.

b. Addresses. Addresses shall be indicated in parentheses on each lot on one (1) separate copy of the final plat.

c. Letters of Service. Letters will be submitted by all appropriate utility companies stating that all easements are adequate.

d. As-built Surveys: Four (4) copies of as-built surveys shall be required before the issuance of a Certificate of Completion / Occupancy.

e. A copy of the final recorded plat drawn with black drawing ink on linen tracing cloth or equally durable material along with Four (4) paper copies shall be provided to the city.

**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 chairman of the Planning and Zoning Commission for the chairman's signature within thirty (30) days of the determination of compliance. The vice-chairman shall have the authority to sign final plats in the absence of the chairman.
- e. If following approval of the Planning and Zoning Commission, new problems are discovered or the plat is altered, the plat shall be presented to the Planning and Zoning Commission for reconsideration.
- f. If the plat complies with all requirements, it shall be presented to the Mayor for the Mayor's signature within thirty (30) days of the determination of compliance. The Vice-Mayor shall have the authority to sign final plats in the absence of the Mayor. the final plat shall be presented to the City Commission only in those cases where agreement cannot be reached between the applicant and the Development Review Committee or in those cases where the Mayor feels the plat does not meet all requirements. The Commission shall have the option of approving the plat as presented or requiring additional information or revisions.
- g. If the applicant is not present for the submission to Commission under paragraph 4.2.4.4.f, the Planning and Zoning Director shall notify the applicant in writing of the decision of the City Commission.