GULF COUNTY SUBDIVISION PLAT APPROVAL PROCESS

Revised September 2016

APPLICATION PROCESS FEES OF:

$1,250.00 for **3 to 49 lots**
Or
$2,000.00 for **50 lots or more**
and
$500.00 for Plat Corrections

Covers
Preliminary Plat Phase I Approval Review

Construction Development Order (DO) Phase II
Applicant has **180 days from the Development Order approval date** by the Gulf County Board of County Commissioners to receive final plat approval.

Final Plat Phase III
All phases are subject to compliance with Ordinance 2005-16 and the Gulf County Comprehensive Plan and the Gulf County Land Development Regulations.

*****Important for all Applicants*****

ALL STEPS *MUST BE COMPLETED* TO MEET COMPLETENESS REVIEW AND SUBMITTAL MADE IN IT'S ENTIRETY.

***SEVEN COPIES OF ALL DOCUMENTS* MUST BE SUBMITTED WITH APPLICATION**

*****APPLICATION SUBMITTED TO 15TH OF EACH MONTH WILL BE HEARD AT THE FOLLOWING MONTHS REGULARLY SCHEDULED PLANNING AND DEVELOPMENT REVIEW BOARD (PDRB) and the GULF COUNTY BOARD OF COUNTY COMMISSIONERS (GCBOCC) MEETING'S. THE PDRB MEETS THE 3RD MONDAY OF EACH MONTH AT 8:45 A.M., EASTERN TIME, THE GCBOCC MEETS THE 4TH TUESDAY OF EACH MONTH*****

You may contact this office at (850) 227-9562 if you have any questions about the application.

GULF COUNTY, FLORIDA
PHASE I PRELIMINARY PLAT APPLICATION

Application Fee:
_____$1,250.00 for 3-49 lots and Map Corrections or
_____$2,000.00 for 50 lots or more and
_____$500.00 for Plat Corrections

A. Applicant Information

1) Name of Applicant_____

2) Address of Applicant_____

_____

3) Applicant's Telephone Number (_____) _____

B. Authorized Agent (Must submit notarized letter from landowner giving permission for individual to act as agent (if applicable)

1) Name of Authorized Agent_____

2) Address of Authorized Agent_____

3) Authorized Agent's Telephone Number (_____) _____

C. Property Information

1) Legal description of original parcel (Include as Attachment 1)
2) County Property Tax Reference Number of Original Parcel(s).

_____

3) Size of existing parcel (sq. ft. or acres) _____
4) Amount of total property to be developed_____
5) Public Water Available? Y ( ) N ( )
6) Public Sewer Available? Y ( ) N ( )
7) Does public road abut property? Y ( ) N ( )

PRE-APPLICATION REVIEW: Prior to preparation of the preliminary plat, the owner or authorized agent may seek the advice of the Planning Department in order to become familiar with the applicable requirements. It is intended that this procedure will assist the developer(s) in preparing a preliminary plat which will meet the requirements of Gulf County's Subdivision Ordinance and Land Development Regulations (LDR's). This procedure will not require a formal application or fee and shall not constitute action by Gulf County.

D. Preliminary Plat Information

Complete Preliminary Plat Phase I Submittal Form

Submission of seven (7) copies of all documents required for preliminary plat review and seven (7) copies of proposed plat.

Application for preliminary plat review shall be accompanied with appropriate non-refundable application fee. An additional fee of 50% of the original application fee (which must be paid prior to the additional review) will be required as a result of disapproval by the PDRB and the GCBOCC.

Upon approval of the preliminary plat by the Board of County Commissioners, applicant must submit complete information necessary for final plat review in 180 days or the review shall be null and void.

Gulf County, Florida
Preliminary Plat Phase I
Submittal Form

Form 1 Rev. 02/06/06

Preliminary Plat Phase I Application requires the following documentation be submitted and approved before a Development Order (DO) to begin construction can be issued. No construction can begin until a DO is issued. The proposed preliminary plat must document and clearly indicate:	
Development Name:	
	Proposed number of lots:
	Proposed interior streets:
	Proposed street names:
	Proposed dedication of roads: Private or Public
	All gated communities must allow unhindered emergency vehicle access and support essential service access such as utilities, waste removal, and etc.
	Proposed access point:
	Proposed development layout at a scale not less than 100 feet to the inch:
	Sealed boundary survey or plat indicating uplands, wetlands, total acreage of each, and boundary lines and must be sealed by a Florida licensed surveyor.
	County location map:
	Seven (7) complete copies of the application documentation has been submitted:
	The correct fee has been paid:
	That the documentation is a reasonably accurate representation of the development project:
Upon submittal of this form to the Planning Department, the developer is certifying that the documentation for Phase I Preliminary Plat Application has met the requirements of County Ordinance 2005-16.	

GULF COUNTY, FLORIDA
CONSTRUCTION DEVELOPMENT ORDER (DO) PHASE II REQUIREMENTS

Form 2 Rev. 02/06

A written DO will be issued as Phase I is approved.

Summary of Form 2 Requirements:

Engineering: Engineering firm or professional engineer licensed to practice in the State of Florida must:

(a) Provide sufficient survey data to positively describe the bounds of every lot, block, street easement and all other areas shown on the plat.

(b) Design and delineate road construction indicating clearing, grading stabilization, base surface and drainage facilities.

(c) Design and delineate the utility systems; water, sewer and storm drainage.

(d) Compliance with the Gulf County Floodplain Ordinance and other FEMA required regulations. NFIP requires all developments with unnumbered A Flood Zones to perform the necessary engineering to establish a flood elevation.

(e) Provide a topographical survey of the entire site denoting elevation changes in two one foot increments. Cut and fill areas to be delineated. During Phase I review, this item may be wavered if the documentation submitted by the developer is sufficient to justify a waver by the PDRB and GCBOCC.

(f) Clearly outline the projects goals and the process that will be used to complete the project.

Each application shall include information relating to and drawing(s) depicting proposed landscaping and grading for the development site, which shall indicate:

(a) Location and dimensions of proposed buffer zones and landscape areas, including buffer zones adjoining shorelines;

(b) Description of plant materials existing and to be planted in buffer zones and landscape areas;

(c) Grading plans, specifically including perimeter grading; &

(d) The percentage of land surface that is covered by native vegetation and the percentage of native vegetation that will be removed by the proposed development.

Submit approved agency permits as applicable such as but not limited to:

(a) Florida Department of Environmental Protection (DEP) for:

1. Portable water (if applicable)
2. Construction within the Coastal Construction Control Line (CCCL)
3. Sanitary Sewer (if applicable)
4. Storm water permit

(b) Florida Department of Transportation (FDOT) or Gulf County for driveway access

(c) US Army Corps of Engineers and/or DEP for wetland issues dredge and fill permits

(d) Gulf County Environmental Health for Septic Systems (if applicable)

County Engineer approval required for roads, stormwater drainage, & utility system designs. As an alternative, Gulf County may accept a certified statement from a Florida licensed engineer that constructed designs meet Gulf County regulations.

Documentation that payment has been satisfied by developer to the respective engineer and surveyor representing the County during compliance review.

911 Office approvals of road name and addressing Form 3.

Approval of dedication of roads and/or infrastructure as public or private Form 4.

The development project shall have six months to complete the requirements of the DO.

Review of the above information will be made by the Planning Department and the PDRB with the determination made to recommend or not recommend the Phase II Preliminary Plat for approval to the GCBOCC.

GULF COUNTY, FLORIDA

PHASE III. FINAL PLAT APPLICATION

A. Applicant Information

1) Name of Applicant (Land Owner)_____

2) Address of Applicant_____

_____

3) Telephone Number of Applicant (_____) _____

B. Authorized Agent (Must submit notarized letter from landowner giving permission for individual to act as agent).

1) Name of Authorized Agent_____

2) Address of Authorized Agent_____

_____

3) Telephone Number of Authorized Agent (_____) _____

C. Property Information

1) Parcel Tax ID Number(s)_____

2) Copy of preliminary plat approval granted by the GCBOCC (Attach letter from county or copy of GCBOCC minutes stating approval).

Gulf County, Florida
Submittal Form For
911 Office Approval

Form 3 Rev. 02/06/06

This form MUST be approved by the 911 Office before drafting the recording plat to avoid expensive plat corrections and delays to recording the final plat. Building permits are contingent upon approved 911 addresses.

Submit proposed road names in the numbered blocks. Any 911 Office corrections will appear in the 911 corrected name block. 911 Office contact number is (850) 229-9111.

Development Name: **Contact Phone Number**

1 Proposed Name	
911 corrected name	
2 Proposed Name	
911 corrected name	
3 Proposed Name	
911 corrected name	
4 Proposed Name	
911 corrected name	
5 Proposed Name	
911 corrected name	
	911 Office Approval by:

Gulf County, Florida
Submittal Form For
Infrastructure Improvements

Form 4 Rev. 08/07/06

This form MUST be completed with or before the Final Plat Application submittal.
Development Name:

	Roads are Dedicated Private		**Roads are Dedicated Public**

Road Name	Traffic and Road Signs Must be County Approved	Length	ROW Width	Stormwater Design Type	Cost

Total Cost of Construction	

Infrastructure Improvements Water, Sewer and other Utilities with applicable Permits	Line Size	Length or Number	Type	Cost
Water Lines				
Fire Hydrants				
Wastewater (Sewer) Lines				

Total Cost of Construction	

Signature of Engineer of Record certifying that the above is the correct amount for bonding and accounting.

Gulf County, Florida
Submittal Form For
Final Plat Documentation

Form 5 Rev. 02/06/06

This form MUST be Completed before the Final Plat can be Recorded.
Development Name:

Bonding Company:	
Amount of Bond:	**Sunset Date:**
Date:	**Bond documents submitted to Planning Department.**

	Plat reviewed and sealed by Secondary Surveyor at developers cost.

	A digital boundary file compatible with ArcView must accompany the final plat before final plat approval.

	Legal descriptions of each lot or parcel.
	Statement by the Gulf County Environmental Health Department (HRS) that each lot or parcel is capable of supporting an approved septic system and potable water well (if applicable).
	Copy of plat with all wetlands delineated as defined by the US Army Corps of Engineers (COE) and the Florida Department of Environmental Protection (DEP). **Will need documentation from both the COE and DEP that they accept platted wetland delineation.** (If indicated on wetland map) [Development is responsible to depict wetlands in the event that they exist and not noted by the wetland map.]
	Copies of proposed deed restrictions or covenants, if any.
	Letter from the Gulf County Legal Department that the "Owners Association Agreement" is in proper form. (The agreement must be submitted to the Gulf County Legal Department prior to package submittal).

	Recent aerial photography encompassing the project area and identifying the project area. (Scale shall be smaller than one (1) inch equals 800 feet.)
	Soils map of the site (existing US Soil Conservation Maps are acceptable). Subdivision must be delineated and initialed by plat designer. Plat should have a cautionary statement in plat **NOTES** for soils that are unfavorable for building.
	Development phase lines if applicable.
	Letter from potable water provider (if applicable) that reserve capacity is capable of providing the level of service as required by the Comprehensive Plan.
	If subdivision is expected to eventually create 500 or more trips per day, a traffic study which includes at a minimum the area of impact, the projected demand (based on trip general, latest edition, Institute of Transportation Engineers) and the distribution of trips onto the impacted roadway must be submitted.
	Letter from sewer provider (if applicable) that reserve capacity is capable of providing the level of service as required by the Comprehensive Plan.