

GULF COUNTY SUBDIVISION PLAT APPROVAL PROCESS

Revised October 25, 2000

APPLICATION PROCESS FEES OF:

\$1,250.00 for 3 to 49 lots
Or
\$2,000.00 for 50 lots or more

Covers

PART 1. Preliminary Plat Approval Review

After preliminary plat approval has been granted, the applicant only has 180 days from the approval date by the Board of County Commissioners to receive final plat approval.

2.02.04(C)(2)-County LDR's

PART 2. Final Plat Approval Review

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

ALL STEPS MUST BE COMPLETED TO MEET COMPLETENESS REVIEW AND SUBMITTAL MADE IN IT'S ENTIRETY, NOT "PIECEMEAL".

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 PDRB MEETING. THE PDRB MEETS THE 3RD TUESDAY OF EACH MONTH AT 10:00 A.M., EASTERN TIME*****

You may contact this office at 850-229-8944 if you have any questions about the application.

GULF COUNTY SUBDIVISION PLAT APPROVAL PROCESS

PART 1. PRELIMINARY PLAT APPROVAL

Application Fee:

_____ \$1,250.00 for 3-49 lots _____ \$2,000.00 for 50 lots or more

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 ()

D. Preliminary Plat Information

- 1) To prevent undue hardship on the subdivider through possible plat revisions, a preliminary plat of the proposed subdivision at a scale not smaller than one hundred (100) feet to the inch may first be submitted.
- 2) Preliminary plat must clearly indicate the proposed number of lots.
- 3) Plat must clearly indicate total size of subdivision.
- 4) Information must be provided as to whether or not the roadways will be dedicated to the County.
- 5) County location map must be included with submittal. Review of the above information will be made by the Planning/Building Department and the Planning and Development Review Board (PDRB) with the determination made to recommend or not recommend the preliminary plat for approval to the Gulf County Board of County Commissioners (BOCC).

Upon approval of preliminary plat by the PDRB and BOCC, application for Final Subdivision Development Order (Final Plat Approval) must be submitted to the Planning/Building Department office for review and subsequent placement on agenda of the Gulf county Planning and Development Review Board meeting.

Application for final plat approval must be submitted a minimum of 30 days prior to a Planning Board meeting in order to be placed on the agenda. If the submittal package is not deemed complete by the Planning/Building Department, placement on the upcoming agenda will not occur.

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 subdivider 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.

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

- 1) North point
- 2) Names and dimensions of abutting roads or streets (whether public or private)
- 3) Names and dimensions of proposed roads or streets (whether public or private)
- 4) Statement from 911 Office preliminarily approving proposed road and street names.
- 5) Location of all existing and proposed easements.
- 6) Names of abutting property owners.
- 7) Lot dimensions
- 8) Lat. and Lon. GPS reading to aid in locating development on maps. *

**** NOTE: Failure to satisfy item #8 will not affect the preliminary application process.***

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 Planning Board (PDRB) or the Gulf County Board of County Commissioners.

Upon receipt of preliminary plat approval granted 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 SUBDIVISION PLAT APPROVAL PROCESS

PART II. FINAL PLAT APPROVAL

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 Gulf County Board of County Commissioners (Attach letter from county or copy of Board of County Commission minutes stating approval)

D. Final Plat Specifications (Information Required To Be Placed on Plat)

1) Subdivision Name (Proposed)

2) Names and addresses of owner(s), subdivider and registered surveyor

- 3) Date
- 4) North Point
- 5) Graphic Scale
- 6) Statement of acreage being subdivided
- 7) Existing easements and locations
- 8) Proposed easements and locations
- 9) Purpose of any easements (In notes)
- 10) General Vicinity map and/or location map showing the position of the proposed development in Section, Township, and Range together with the principle roads, city limits and/or other pertinent orientation information.
- 11) Each lot shall be numbered and locks shall be named if there are multiple blocks.
- 12) Primary control points or descriptions and “ties to such control points to which all dimensions, angles, bearings, and similar data on the plat shall be referred.”
- 13) Tract boundary line, right-of-way lines of streets, easements and other right-of-way and property lines of residential lots and other sites; with accurate dimensions, bearings or deflection angles.
- 14) Names and right-of-way width of each street or other right-of-way. All road names must be approved by the 911 Office before placing on plat.
- 15) Reference to recorded subdivision plats of adjoining platted land. (If adjacent land is not platted, so state)
- 16) Certification by surveyor as to the accuracy of survey and plat and secondary surveyor certification as required by Chapter 177FS.
- 17) Certification of titles showing the applicant as the landowner, if not recorded in the official record book.
- 18) Statement by owner dedicating streets, right-of-way and any sites for public uses. (If applicable)

- 19) Certificate for recording by Clerk of Court.
- 20) Final plat shall be drawn to a scale of one (1) inch equals one hundred (100) feet.
- 21) If multiple sheets are used, the sheet number and total number of sheets must be clearly indicated on each sheet.
- 22) Purpose for which sites other than residential lots are dedicated or reserved. (Located in notes of plat)
- 23) Minimum building setback lines on all lots and other sites.
- 24) Location and description of monuments.
- 25) Street designs must be consistent with Gulf County Ordinance #98-09 (a/k/a Subdivision Ordinance)
- 26) Subdivision blocks shall not be more than twelve hundred feet in length. In Blocks over 800 feet in length, Gulf County may require one or more public cross walks with not less than ten (10) foot right-of-way when the public has an interest in the adjoining property behind the land being subdivided.
- 27) Plats of land adjoining the Gulf Coast shall have the State's Coastal Construction Line (CCL) delineated.
- 28) All flood zones shall be properly noted on plat [Must include note indicating date of flood map used to determine flood zone]
- 29) Plat must meet conditions of Chapter 177FS

NOTE: The final plat as approved by the Board of County Commissioners must be drawn on mylar, vellum or other equal material and must be original and in reproducible form.

E. Submittals Along With Plat

- Submittal should be made in its' entirety, not "piecemeal".
- Each item of submittal should be tabbed and numbered as listed below.
- An incomplete package will not be reviewed and placed on the agenda for the upcoming PDRB meeting.

NOTE: Subdivision of land in Gulf County must be consistent with Chapter 177FS and Gulf County Ordinance 98-09.

- 1) Legal descriptions of each lot or parcel.
- 2) 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). **Caution- Commercial and Residential systems must be evaluated separately when sharing mixed commercial/residential land use category.**
- 3) Copy of plat with all wetlands delineated as defined by the US Army Corps of Engineers and the Florida Department of Environmental Protection. **Will need documentation from both the COE and DEP that they accept platted wetland delineation.** (If indicated on USGS Quad) [Development is responsible to depict wetlands in the event that they exist and not noted by the USGS Quad Map.]
- 4) Copies of proposed deed restrictions or covenants, if any.
- 5) 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).
- 6) Title Certification: Every plat submitted for final approval to the PDRB and the governing body must be accompanied by a current (no less than 30 days old) title opinion of an attorney at law licensed in the State of Florida or a current title insurance commitment or policy showing record title to the land is in the name of the person(s) or corporation that is listed as the owner of said property. Certification must appear on plat or recorded in the official record book of Gulf County.
- 7) Recent aerial photography encompassing the project area and identifying the project area. (Scale shall be smaller than one (1) inch equals 800 feet.)
- 8) 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.
- 9) Development phase lines if applicable.
- 10) Proposed location and sizing of Wastewater/Sewer facilities to serve the proposed development. (If applicable)
- 11) Copy of water system design, specifically indicating fire protection apparatus (locations). (Engineered drawings) **This will require DEP approval of water system design and a final approval of installed system.**

- 12) Letter from potable water provider (if applicable) that reserve capacity is capable of providing the level of service as required by the Comprehensive Plan.
- 13) 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, 5th edition, Institute of Transportation Engineers) and the distribution of trips onto the impacted roadway must be submitted.
- 14) A letter or certificate from Florida Department of Environmental Protection that stormwater management issues have been addressed or approved. If designer is approved by DEP to verify stormwater management, documentation supporting approval is required. (If applicable)
- 15) County Engineer certification that roads meet requirements of Gulf County Ordinance 98-09 and copy of County or State Culvert Permit. (If applicable.)
- 16) Any proposed plat that involves public improvements and/or common ownership and maintenance of facilities must conform to 2.02.09 (A)(B)(C)(D) and (E) of the Gulf County Land Development Regulations.

**After preliminary plat approval has been granted, the applicant only has 180 days from the approval date by the Board of County Commissioners to receive final plat approval.
2.02.04(C)(2)-County LDR's**

*******SEVEN COPIES OF ALL DOCUMENTATION MUST BE SUBMITTED WITH APPLICATION.*******

*******APPLICATION SUBMITTED TO 15TH OF EACH MONTH WILL BE HEARD AT THE FOLLOWING MONTHS REGULARLY SCHEDULED PDRB MEETING. PDRB MEETS 3RD TUESDAY OF EACH MONTH AT 10:00 A.M. EASTERN.*******

APPLICATION CHECK OFF LIST

REVIEW PROCESS	DATE	REVIEWED BY
I. Preliminary Plat Submittal		
A. Application Fee Paid	_____	_____
B. 7 Copies of Preliminary Application	_____	_____
C. PDRB Preliminary Plat Approval	_____	_____
D. BOCC Preliminary Plat Approval	_____	_____
E. 911 Office Preliminary Review	_____	_____
II. Final Plat Submittal		
F. 7 Copies of Final Application	_____	_____

ALL DOCUMENTATION MUST BE COMPLETED BEFORE SUBMITTING FINAL APPLICATION

III. Documentation Completeness Review (Must be submitted in its entirety)

1. Legal description of each lot or parcel		_____
2. HRS approved for Water		_____
HRS approved for Septic		_____
3. DEP Wetland Acceptance		_____
COE Wetland Acceptance		_____
4. Deed Restrictions or Covenants		_____
5. County legal approval of item #4 is in order		_____
6. Title certification		_____
7. Aerial photography of project area		_____
8. Soils map of site		_____
9. Development phase lines (if applicable)		_____
10. DEP approval of Wastewater/Sewer sizing and location		_____
11. DEP approval of Water System Design		_____
DEP approval of Installed Water System		_____
County approval of installed fire protection		_____

- 12. Statement from Water Provider that LOS is available _____
- 13. Traffic Impact Study (if applicable) _____
- 14. Stormwater Management approved by DEP _____
- 15. County Engineer approval of Road(s) _____
 DOT or County Culvert Permit _____
- 16. Gulf County Land Development Regulations 2.02.09 _____
 - a. Applicability (Public Improvements/Ownership, etc.) _____
 - b. Improvements Agreement Required (Drainage, Roads, Water, Sewer, etc. _____
 - c. Amount and Type of Security (Requirements of County met) _____
 - d. Completion of Improvements (Acceptance by Inspection) _____
 - e. Maintenance of Improvements (Provisions for Maintenance Documented) _____
- G. Application completeness approved _____
- H. PDRB Approved Final _____
- I. BOCC Approved Final _____
- J. Final Plat Reviewed _____
- K. Final Plat Recorded by Clerks Office _____
- L. Parcel Number's assigned by Property Appraisal Office _____