



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 MINOR SUBDIVISION APPROVAL

FEE \$350.00

+PLUS PUBLIC ADVERTISING FEES \$58.00

1. Owner's Name: _____
Address: _____
Phone: _____

2. Applicant's Name: _____
Address: _____
Phone: _____

3. Surveyor's Name: _____
Address: _____

Phone: _____ State Registration No.: _____

4. Developer's Name: _____
Address: _____
Phone: _____ Contractor's License No.: _____

5. Engineer's Name: _____
Address: _____
Phone: _____ State Registration No.: _____

6. Number of proposed lots: _____
 - a. Existing zoning: _____
 - b. Existing land use category: _____

7. Name of proposed subdivision: _____

8. Name of existing subdivision or plat: _____

9. The legal description of the property is as follows: _____

10. If applicant is other than the owner, a notarized letter from the owner, authorizing the applicant to act in his behalf 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 or correct plat map, meeting all state and county standards, final engineering drawing and auxiliary submittals, and all required legal instruments.

1. General

The final plat shall be drawn with black drawing 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 three-inch binding margin on the left and one-inch 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. All dimensions shall be to the nearest one-hundredth of a foot and angles to the nearest second of a degree.

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 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 in relation to the surrounding streets.
- ___ d. The location of all permanent reference markers (PRM's) in conformance with state statutes.
- ___ e. A legend which defines all symbols, shows stated and graphic scale, and displays north arrow.
- ___ f. Sufficient data to determine readily, and to reproduce on the ground, the location, bearing and length of each street right-of-way line, boundary line, block 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 arcs 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. The
- ___ m. 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 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. 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.

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 as required by Section 4.3.4 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 city engineer or outside consultant 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 Planning and Zoning Director concerning any comments they have regarding the plat by the last Wednesday of the month. If significant problems exist, as determined by the Planning and Zoning Director, with the plat or of 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 the plat complies with all requirements, it shall be presented to the City Commission at their next regularly scheduled meeting for review.
- d. If the applicant is not present for the submission to City Commission under paragraph (f), the Planning and Zoning Director shall notify the 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