

City of Safety Harbor Application for FINAL SUBDIVISION/RE-PLAT

Date Received:	
File Number:	
Staff Reviewer:	

1. PROPERTY OWNER:

Name:		
Address:		
Telephone:	Fax:	E-Mail:

2. APPLICANT (if same as property owner, write "Same"):

Name:		
Address:		
Telephone:	Fax:	E-Mail:

3. ENGINEER/SURVEYOR:

Name:		
Address:		
Telephone:	Fax:	E-Mail:

4. SITE INFORMATION:

Address:		
Acres:	Sq. Ft.	Parcel ID#:
Future Land Use Designation:		Zoning District:
Legal Description:		

7. REQUIRED INFORMATION:

- Final Subdivision Plans — Nine (9) folded copies (see checklist on pages 5 and 6).
- Traffic Study (if meets criteria in Section 141.12)
- Signed and Sealed Survey
- Proof of Ownership (Copy of Warranty Deed, Title Certification, etc.)
- CD with .pdf of subdivision plan

8. APPLICATION FEES (Must be paid prior to processing):

Type	Review Fee	Public Notice Fee	Total
Replat	\$1,000*	\$50	\$1,050
Final	\$1,000*	\$50	\$1,050
Amendment	\$500*	\$50	\$550

*Plus Surveyor's Certification Fee, payable upon receipt of bill from Surveyor and prior to City approval.

NOTORIZED AFFIDAVIT

I and/or we, the undersigned certify ownership of the property within this application, certify that said ownership has been fully divulged, whether such ownership be contingent or absolute, and that the names of all parties to any existing contract for sale or any options to purchase are filed with this application.

I/we, certify that _____ and _____ is/are duly designated as the agent(s) for the owner, that the agent(s) is/are authorized to provide subject matter on the application contained herein, whether verbal or written, and appear at any public hearing(s) involving this petition. Further, it is understood that this application must be complete and accurate and the fee paid prior to processing.

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ and _____ who is/are personally known to me or who has/have produced satisfactory photo identification.

Signature of Title Holder

Printed Name of Title Holder

Signature of Title Holder

Printed Name of Title Holder

Signature of Notary

Name of Notary [typed, printed or stamped]

**NOTARY
STAMP**

FINAL SUBDIVISION CHECKLIST

I. Check Preliminary Plan

- _____ Conditions of approval met
- _____ Lot and street layout as approved
- _____ Easements for utilities and drainage appear as approved

II. Check Plat Format and Completeness

- _____ Boundary Survey Required
- _____ Material of original - Linen & Mylar
- _____ Sheet size - 22" x 28"
- _____ Margins - 1" (top, right, bottom) 3" left
- _____ Sheet numbering - ie - Sheet _____ of _____
- _____ Match lines if required
- _____ Scale, north arrow, legend
- _____ Section, Township, Range - each page, immediately under Subdivision Name
- _____ PRM's and PCP's clearly marked in accordance with Chapter 177 F.S.
- _____ "Other" monuments clearly marked or certified in accordance with Chapter 177 F.S.
- _____ Section and quarter section lines
- _____ Location, width, and name of all streets, waterbodies, or other rights-of-way
- _____ Location, width and purpose of all easements
- _____ Contiguous property identification or note "not platted"
- _____ Lot and Block numbering
- _____ Lot dimensions
- _____ Street centerlines
- _____ Park, open space, or other public parcels (with dimensions)
- _____ Interior parcels labeled "not a part of this plat" (with dimensions)
- _____ Location, purpose, and width of all dedications
- _____ Building setback lines if greater than that required by normal zoning
- _____ Name of City and County
- _____ Name of Subdivision - Name of Subdivision being Replatted (if applicable)
- _____ PLS Name Address on all Sheets
- _____ Submit Updated Boundary Survey
- _____ Notes required by 177-091 (27)
- _____ Legend

III. **Comments From Other Agencies**

- _____ Engineering approval
- _____ Release of Lien (City Clerk)
- _____ Street name approval (911 and Post Office)
- _____ Review by City Survey Consultant

IV. **Plat Certificates (see attached formats)**

- _____ Title Certification - List Easements
- _____ Mortgagee Consent to Plat/or Sign Plat
- _____ Certificate of Surveyor (include printed name, address and certificate #)
- _____ Certificate of Ownership and Dedication
- _____ Certificate of Approval (City); include signature by City Survey Consultant
- _____ Certificate of Approval (County Clerk)
- _____ Reservation of Easements
- _____ Other notes and "NOTICE" required by Chapter 177 F.S.
- _____ Parkland Dedication Worksheet
- _____ Certificate of Cost Estimate
- _____ Deed of Conveyance (Public Improvements)
- _____ Engineer's Certification of Completion
- _____ Affidavit by Subdivider

V. **Other**

- _____ As-builts (1 mylar copy and 2 paper copies)
- _____ Application Fee
- _____ Association Documents
- _____ Closure data from Surveyor
- _____ Impact Fees (Parkland and Street Lights)
- _____ Executed and Sealed Lien and Mylar prior to City Commission meeting
- _____ Note private facilities on plat
- _____ Performance (10%) or Maintenance (10%/2 yrs) Bond
- _____ Completion of any Final Inspections
- _____ Street Lights and Street Signs (traffic markings) Installed
- _____ Survey consultant fee to be paid for by developer
- _____ Review Closure Data (Engineering)
- _____ Have Plats reviewed by PLS for City
- _____ Easement agreement, certificate of insurance, and maintenance plat notation if project includes decorative streetlights in Right-of-Way.