

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

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:

- Plat — Nine (9) folded copies

- Notarized Affidavit

- Signed and Sealed Survey

- Proof of Ownership (Copy of Warranty Deed, Title Certification, etc.)

- USB Flash Drive with .pdf of plat & all documents

- Checklist starting on page 5

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 by means of physical presence or online notarization, this _____ day of _____ 20____ by _____ of _____, a Florida municipal corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ as 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. Plat Requirements

- _____ Boundary Survey Required
- _____ 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)
- _____ Submit Updated Boundary Survey
- _____ Notes required by 177-091 (27)
- _____ Legend
- _____ Private facilities
- _____ 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

II. **Comments From Other Agencies**

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

III. **Documents Due at time of Plat Submittal**

- _____ Title Certification
- _____ O&E Report
- _____ Mortgagee Consent to Plat/or Sign Plat or Demonstration of No Mortgage
(can be an Attorney's Certification of Title form)
- _____ Parkland Dedication Worksheet
- _____ Certificate of Improvement Cost Estimate
- _____ Deed of Conveyance (Public Improvements)
- _____ Homeowner Association Documents Declaration of Covenants, Conditions and Restrictions document
- _____ Maintenance Security Bond for 2 years/10% of improvement cost or
- _____ Cash held in escrow with the city
(requires escrow agreement prepared by city and maintenance agreement)
- _____ Performance Security (if applicable) totaling 110% of estimate of completion for one year
- _____ Property taxes paid documentation
- _____ Easement agreement, certificate of insurance, and maintenance plat notation if project includes decorative streetlights in Right-of-Way.

Please note: all bonds, agreements, and homeowner association documents are subject to review by the City Attorney and edits may be required.

IV. **Documents Due Before Scheduling of Public Hearing**

- _____ As-builts (.pdf, .ACAD, and two paper copies required)
- _____ Completion of any Final Inspections
- _____ Survey consultant fee to be paid by applicant
- _____ Engineer's Certification of Completion
- _____ 2 mylar plats signed and notarized by applicant's team
- _____ Parkland impact fee payment (if applicable)
- _____ No outstanding liens letter from City Clerk