



APPLICATION FOR PRELIMINARY PLAT

FLAGLER COUNTY, FLORIDA
 1769 E. Moody Blvd, Suite 105
 Bunnell, FL 32110
 Telephone: (386) 313-4009 Fax: (386) 313-4109

Application/Project #: _____

PROPERTY OWNER(S)	Name(s):				
	Mailing Address:				
	City:	State:	Zip:		
	Email:	Telephone #		Fax #	

APPLICANT/AGENT	Name(s):				
	Mailing Address:				
	City:	State:	Zip:		
	Email:	Telephone #		Fax #	

SUBJECT PROPERTY	SITE LOCATION (<i>street address</i>):				
	LEGAL DESCRIPTION: (<i>briefly describe, do not use "see attached"</i>)				
	Parcel # (<i>tax ID #</i>):				
	Parcel Size:				
	Number of Miles of New Road(s):				
	Current Zoning Classification:				
	Current Future Land Use Designation:				
	Subject to A1A Scenic Corridor IDO?		YES	NO	

PURPOSE OF SUBMISSION / PROJECT DATA: _____

 Signature of Owner(s) or Applicant/Agent
 if Owner Authorization form attached

 Date

****OFFICIAL USE ONLY****

PLANNING BOARD RECOMMENDATION/ACTION:

APPROVED []
 *APPROVED WITH CONDITIONS []
 DENIED []

Signature of Chairman: _____
 Date: _____ *approved with conditions, see attached.

BOARD OF COUNTY COMMISSIONERS ACTION:

APPROVED []
 *APPROVED WITH CONDITIONS []
 DENIED []

Signature of Chairman: _____
 Date: _____ *approved with conditions, see attached.



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REQUIRED ATTACHMENTS:

- 1.) Copy of Owner's recorded Warranty Deed;
- 2.) Owner's Authorization if applicable;
- 3.) Preliminary plat drawing meeting all requirements of the Flagler County Land Development Code and construction drawings.
- 4.) Application fee in the amount of \$1750 + \$50/acre. Fee amount per Resolution No. 2008-31.
- 5.) Subdivision Construction Plans Review Fees due at TRC Meeting in the amount of \$1,000 + \$90/acre or portion thereof excluding undeveloped area + \$250/mile or portion thereof.

Pursuant to Section 286.0105 of Florida Statutes, Flagler County hereby notifies all interested persons that if a person decides to appeal any decision made by the Planning Board or Board of County Commissioners with respect to any matter considered at such meetings or hearings, he or she will need a record of the proceedings, and for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based.

Revision date 05/09



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4.02.01. Subdivisions that require platting.

A plat is required for a subdivision, as defined in section 4.01.00, if any of the following applies.

- A. When a drawing for a subdivision is to be recorded in the county subdivision map book or the drawing is referred to for the purpose of conveying property;
- B. With the exception of subdivisions listed in section 4.02.02 below, when a subdivision includes the creation of street(s) or right(s)-of-way;
- C. When a subdivision is a replat of an existing recorded subdivision;
- D. When all or part of the proposed subdivision is zoned planned unit development;
- E. With the exception of subdivisions listed in section 4.02.02 below, any subdivision subject to a St. Johns River Water Management permit for stormwater facilities.

(Ord. No. 03-18, § 3, 10-7-03)

4.05.00. PLATTING

This section outlines the platting process. The sketch plat is recommended, but is optional. The preliminary plat is required as a separate process when the developer is proposing to install improvements prior to requesting final plat approval. If the developer proposes to bond improvements, the preliminary and final plat, together with construction plans, may be processed simultaneously.

(Ord. No. 03-18, § 3, 10-7-03)

4.05.02. Preliminary plat and construction plan review.

An application for preliminary plat and construction plan review, the proper fee, and sufficient copies of the exhibits, as determined by development services, shall be filed with development services. Exhibits shall include:

A. *General Information.*

1. All plans shall be submitted on twenty-four (24) inch x thirty-six (36) inch sheet sizes or as otherwise approved by development services.
 - a. Construction plans shall be submitted in a format and scale approved by development services.
 - b. A preliminary plat shall be submitted in the same format as required for final plats by Florida Statutes Ch. 177, and by the applicable provisions of this ordinance.
2. A survey of the subject property prepared by a professional surveyor containing the legal description of the subject property and the surveyor's certificate of accuracy.
3. Name of subdivision, name, address, telephone number of the subdivider, professional engineer and professional surveyor.
4. Date of survey, north point and graphic and numeric scale.
5. Total area in tract, area in public or other land usage, total number of lots, linear feet of streets.
6. Names and location of adjoining subdivisions and streets.
7. Other supplemental materials or any deed restrictions or protective covenants for the subdivision and any other information considered by either the applicant or the TRC to be pertinent.
8. A dedication of such streets, easements, common areas or public places is necessary for development. Such dedication shall be in the same manner as deeds conveying lands are required to be executed for recordation.

B. *Existing Site Data.*

1. City limits (if any), property lines, rights-of-way, pavement width, easements, streets, driveways, railroads, known utilities, storm sewers, ditches and culverts, bridges, buildings, bulkhead and bulkhead lines.
2. Wooded, wetland, and FEMA Special Flood Area, including their identification, marshes, watercourses, ponds, and other similar conditions affecting the site.



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3. Topography survey of the site at not more than a two-foot contour interval based on NGVD data furnished by a professional surveyor.

4. Soil borings within drainage retention area(s).

C. Proposed Site Data and Construction Details.

1. Street rights-of-way, pavement widths, gradient and elevations, street names, profiles and cross-sections of roadway and other appropriate cross-sections pursuant to requirements shown in the public works manual.
2. Other rights-of-way or easements, including locations, dimensions and purposes.
3. Plans for all underground utilities, including but not limited to sanitary sewers; storm sewers; water lines; and other supporting utility corridors, or proposals for developing new water supply; storm drainage; and sewage disposal systems; storm and sanitary sewer profiles; and cross-sections; and inverts and top elevations of structures, pursuant to requirements in the public works manual.
4. Grade changes, dikes or any created water bodies or changed watercourses.
5. Bulkheads and bridges; engineering plans, and cross-sections.
6. Street center line dimensions, scalar block and lot layouts, lot and block numbers.
7. Areas to be used for purposes other than residential and public; and their purposes, location and dimensions of each indicated parcel.
8. Information on essential and available utility services, including water, sewer, electric or gas, including a letter of availability from the provider.

D. Developer's Option to Commence Construction. The developer may elect to commence construction of the subdivision after the preliminary plat has been approved by the county commission and may at the same time apply for a final plat approval.

E. Development Permits Required Prior to Commencement of Construction. If the developer elects to commence construction prior to, or concurrently with, final plat approval, he/she shall notify development services of that intention. Development services shall then issue a development permit authorizing the commencement of construction pursuant to the approved construction plans, provided all other permits from federal, state or regional agencies have been issued.

(Ord. No. 03-18, § 3, 10-7-03)

4.05.03. Final plat review.

No improvements, including streets, shall be accepted by the county unless and until the final plat has been approved by the county commission, and has been duly recorded by the Clerk of the Circuit Court, Flagler County, Florida (clerk). The clerk shall record only those final plats which have been submitted for recording by development services.

A. Procedures.

1. An application for a final plat shall be filed with development services.
2. The developer shall submit an appropriate number of paper reproductions, as determined by development services.
3. The final plat shall be prepared by a professional land surveyor at a scale of one (1) inch equals one hundred (100) feet, or such other scale approved by the county. All final plats shall be prepared on standard sheet sizes as required by Florida Statutes Ch. 177, as amended, and shall be twenty-four (24) inches by thirty-six (36) inches, including a three-inch binding margin on the left side and a one-inch margin on the other three (3) sides. To ensure legibility, all lettering upon the plat shall be a minimum height of ten (10) point font.

B. Required Submittals.

1. The following information shall be shown on the submittals:
 - a. Name of subdivision, date of survey, north point, graphic and numeric scale.
 - b. A vicinity map drawn at an appropriate scale showing the project site and its relationship to known landmarks.



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- c. Names and locations of all adjoining or interior subdivisions, city limits, bulkhead lines, property lines, rights-of-way and easements.
 - d. The legal description of the property being platted shall appear on the final plat and match the description furnished in the attorney's opinion of title or other similar documents.
 - e. Sufficient survey data to readily determine and reproduce on the ground every straight or curved boundary line, lot line, right-of-way line, easement line, bulkhead line and setback line, including, but not limited to linear dimensions, bearings or deflection angles, radii, arcs and central angles. All dimensions shall be measured to the nearest one-hundredth of a foot and all angles to the nearest second of arc.
 - f. All proposed rights-of-way, easements and areas to be dedicated to public use with the purpose of each stated.
 - g. Areas to be used for purposes other than lots or public dedications, if any, with the purpose, location and dimensions of each indicated.
 - h. Signed certificates shall appear on all final plats. Such certificates shall be in accordance with the format and specific language set forth in the Flagler County Standard Forms and Certification Manual. The following signed certificates shall be completed and provided with the submission: dedication, joinder and consent to dedication, all required acknowledgements, surveyor's certificate, certificate of approval by the reviewing professional land surveyor (PLS), certificate of approval by county commission, approval of the development services director, acceptance of dedication, and certificate by the county attorney and certificate by the clerk.
 - i. The final plat shall include such additional information as may be required by Florida Statutes Ch. 177, as amended.
 - j. Surveyor's notes.
2. The following information shall also be provided:
 - a. Name, address and telephone number of the subdivider, subdivision designer, professional engineer, registered surveyor, abutting property owners, and mortgagees of the property.
 - b. A title certification which meets the requirements of Florida Statutes Ch. 177, as amended, and list of encumbrances.
 - c. Any deed restrictions or protective covenants.
 - d. A copy of the final plat reduced to eleven (11) x seventeen (17) inches.
 3. If the developer elects to construct the improvements after the recordation of the final plat, the following information shall be provided in addition to 4.05.03 B.1 and B.2 above:
 - a. A signed and sealed professional engineer's estimate of the total construction cost or a signed contract which encompasses all proposed improvements.
 - b. A performance guarantee in accordance with this article.
 4. Upon completion of construction of the required improvements, the following information shall be provided in addition to 4.05.03 B.1 and B.2:
 - a. A signed and sealed professional engineer's certification of the constructed improvements and the total construction cost. If fire hydrants were installed, the professional engineer must certify that the water distribution system of the development meets the National Fire Protection Association capacity requirements for fire hydrants.
 - b. A two (2) year maintenance guarantee bond in the amount of ten (10) percent of the total construction cost in the form acceptable to the Flagler County Legal Department.
 - c. One (1) mylar and two (2) sealed paper reproductions of as-built (or record) survey signed by the professional surveyor which encompass all required improvements. If the paper reproductions of as-built (or record) survey were prepared on an Auto CAD



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system, the applicant shall provide such digital files to development services in a "dwg" format.

- d. Adequate test reports signed and sealed by a professional engineer, as required by the county engineer.

C. *Recording Requirements*

1. No plat of lands in Flagler County subject to these regulations 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 county commission.
2. Recording period. All approved plats shall be recorded within fifteen (15) days following board approval, unless extended by the development services director for extraordinary conditions.
3. Plats shall be recorded in the following manner:
 - a. All documents and the original plat shall be submitted to development services. Development services shall then transmit the documents to the clerk for recordation. Also, if the plat was prepared on an Auto CAD system, the applicant shall provide such digital files to development services in a "dwg" format.
 - b. Development services shall obtain a statement that all current and previous taxes have been paid in accordance with F.S. § 197.192, as amended.

(Ord. No. 03-18, § 3, 10-7-03)