

Planning Application

Final Plat (Final Subdivision Plat Review)



Planning & Economic Development Department
2240 Minton Road
West Melbourne, FL 32904-4928
phone: (321) 837-7778
fax: (321) 768-2390
www.westmelbourne.org



Final Plat Application

**NO PLANNING APPLICATION CAN BE ACCEPTED
UNLESS ALL REQUIRED INFORMATION IS
SUBMITTED.**

GENERAL PROJECT INFORMATION

Date: _____

Subdivision Name: _____

Property Address/
Location Description: _____

Legal Description: section _____ township _____ range _____

(attach separate
sheet if necessary) _____

Tax Acct. Number(s): _____

Acreage of Site: _____ Number of
Proposed Lots: _____

Zoning Designation: _____ Future Land Use
Designation: _____

Average lot size: _____

Project Description: _____

CONTACT INFORMATION

Property Owner: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____
(Submit additional sheet(s) for multiple property owners)

Applicant: _____

Main Contact? Yes or No: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Representative (Only fill out if this is the main contact regarding this project)

Name, if there is a designated point of contact: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Engineer (Only fill out if this is the main contact regarding this project): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Surveyor (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

OWNER'S AUTHORIZATION FOR FINAL PLAT APPLICATION

This form only needs to be completed if the Applicant or Applicant's Representative is different from the Owner

TO: City of West Melbourne
Attn: Planning & Economic Development Department
2240 Minton Road
West Melbourne, FL 32904

RE: _____
(Address and/or Legal Description)

Please accept this document as authorization for _____
(Name of Applicant)

to apply for a Final Plat for the property described above.

Owner's signature

Date

Owner's Name

Street Address

City, State, Zip Code

Telephone Number

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20_____.

Form of identification: _____

My commission expires on the _____ day of _____, 20_____.

Signature of Notary Public

(Seal of Notary)

Name of Notary (printed, typed, or stamped)

AFFIDAVIT OF APPLICATION

This form can be signed by the Owner or Applicant

1. I am the owner and/or legal representative of the owner of the property described, which is the subject of the application.
2. All the answers to the questions in said application and all surveys and/or site plans and data attached to and made part of this application are honest and true to the best of my knowledge and belief. By my signature below, I acknowledge that I have complied with all submittal requirements and that this request package is complete. I further understand that an incomplete application submittal may cause my application to not be accepted.
3. Should this application be granted, I understand that any condition(s) imposed upon the granting of this request shall be binding to the owner, his or her heirs, and successors in title to possession of the subject property.
4. I understand that I must attend all applicable meetings and have been informed of the meeting date(s) and time(s). I understand that if I fail to appear at an applicable meeting, the appropriate Board or Commission may either table or deny the request.
5. I understand that my request if approved does not encumber provision of utility, road, or other City infrastructure capacity. The analysis provided by staff of existing levels of service for public facilities and services in the vicinity of the parcel identified in this application is a non-binding analysis, and does not guarantee capacity will be available in the future or encumber/reserve capacity for any period of time.

This matter may be subject to quasi-judicial rules of procedure. Interested parties should limit contact with the City Council and Planning & Zoning Board on this topic to properly noticed public hearings or to written communication to the City Clerk’s Office, City of West Melbourne, 2240 Minton Road, West Melbourne, FL 32904.

Signature

Date

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20_____.

Form of identification: _____

My commission expires on the _____ day of _____, 20_____.

Signature of Notary Public

(Seal of Notary)

Name of Notary (printed, typed, or stamped)

FINAL PLAT SUBMITTAL REQUIREMENTS

Final Plat Application Fee—full fee is due at time of submittal, surveyor cost to be paid prior to final plat approval
 \$500 or \$10 per lot without construction drawings, or \$30 per lot with construction drawings, whichever is greater.

Cost of a consulting surveyor (A time and materials estimate will be provided to the City for each application by the City's consultant)

Address Assignment Fee—fee is not due at time of submittal, however, once addresses are assigned, applicant must pay in full

\$20 per address

Reviewing Bodies

- City Staff
- Planning & Zoning Board
- City Council

Your submittal must include the following:

1. A cover letter requesting review of the final plat by the planning and zoning board and city council, describing the project, identifying the project contact person(s) and any other information relevant for City's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form (see page 5 of this application).
2. Completed application form
3. All applicable fees
4. Affidavit of Application
5. Owner's Authorization (if applicable)
6. 1 copy Certified Survey (signed and sealed, not more than one year old, by a land surveyor registered and licensed in the state, including a legal description of perimeter boundaries)
7. 5 copies of the final plat, additional copies will be requested prior to any public hearing (including one signed and sealed plan set certified by a professional engineer or architect registered and licensed in the state)
8. Title opinion from an attorney (showing the status of title to the land encompassed by the plat and all liens, encumbrances, and title defects, if any)
9. Tax receipts (issued by the city and county showing that taxes have been paid in full up to and including the current period)
10. Dedication of all right of way, easements, and other public lands (can be shown on the final plat by all persons having any interest in the lands, either by indication on the plat or filed along with the plat)
11. Digital copy (PDF image) of the Final Plat and Tree Survey
12. Tree Survey (signed and sealed, for those sites which have existing trees)
13. Transportation Concurrency Application, if not already submitted with another development application
14. Water and Sewer Concurrency Application, if not already submitted with the construction drawings (see Public Works Department)
15. Surveyor's Closure report of the subdivision
16. Other information deemed necessary by the Planning Director for the review of the proposed project

Before final approval, the following must be provided:

1. Original Mylar of the final plat (upon final revision, staff will request)

Your final plat shall include:

1. Final plat shall conform to the approved preliminary plat and shall meet the platting requirements of F.S. Ch. 177 and the requirements of the circuit court of the county for formal recordings.
2. Name, location, owner, and designer of the subdivision
3. Date and scale, with the scale not to exceed one inch equals 100 feet
4. Dedication by the owner of the lands and plat for the uses and purposes therein expressed
5. Dedication by the owner of all roads, streets, alleys, and thoroughfares; water; sewer, and reuse facilities; parks; canals; drainage easements or rights-of-way; and other rights-of-way and easements shown on the final plat
6. Certificate of the land surveyor registered and licensed in the state
7. Location and width of streets, roads, rights-of-way, canals, and waterways

8. Names of all streets and roads
9. Lot lines and lot and block numbers
10. Location of all reservation, easements, alleys, and any areas to be dedicated to public uses or sites for uses other than residential, with notes stating their purpose and any limitations
11. Sufficient data to readily determine and reproduce on the ground the location, bearing, and length of every street line, lot line, boundary line, and block line, whether curved or straight
12. Radius, central angle, point of tangent, tangent distance, and arcs and chords of all curved streets and curved property lines
13. Legal description of the subdivision boundaries with bearings, distances, and tie point
14. Accurate location and description of all monuments and markers
15. Names and locations of adjoining subdivisions and streets
16. All dimensions on the final plat shall be to the nearest 1/100 of a foot and angles to the nearest second
17. Add a note that states, "City of West Melbourne staff must install all water meters. No private installation of water meters is permitted."

If constructing the infrastructure prior to final platting, your submittal must also include:

1. Five (5) copies of the final as-built drawings (prepared, signed, and sealed by a professional engineer or land surveyor registered and licensed in the state) and showing the following:
 - a. Potable water supply system, both on site and off site, including line sizes, service connections, valves, and fire hydrants
 - b. Sanitary sewer collection system, both on site and off site, including line sizes, manholes, laterals, and lift stations.
 - c. Reuse systems, both on site and off site, including line sizes and service connections
 - d. Surface and storm drainage system, including location and elevation of all structures and culverts with size and grades
 - e. Sidewalks
 - f. Streets, including any off-site improvements
 - g. Location of all traffic control devices, markers, and required signs, including stop signs, traffic signals, crosswalks, street signs, and the like
 - h. Bulkheads, if applicable
2. Maintenance warranty bond (in the amount of 20 percent of the estimated construction cost, as approved by the city)
3. Bill of sale conveying to the city water, sewer and reuse utility lines, mains, and lift stations and other personal property required to be installed in dedicated rights-of-way
4. Submittal indicating that all necessary off site easements or dedications have been acquired
5. For residential subdivisions, dedication of land to the city for use as park or recreation areas or payment in lieu of dedication of such land shall be required
6. A full and complete copy of proposed deed restrictions for the subdivision shall be submitted. The deed restrictions shall be submitted to the city prior to recording of the plat. The deed restrictions shall provide a mechanism to assess and fund any needed repairs or replacements of commonly held assets. The deed restrictions shall include the following statement in the description of the deed restrictions, also commonly known as covenants, conditions and restrictions or restrictive covenants:

The developer & property owner's association hereby acknowledges that nothing contained in this document can be construed as not requiring adherence with the minimum City of West Melbourne Land Development Regulations and Municipal Code of Ordinances regarding setbacks, lot size, or any other development related criteria. The property owner's association hereby agrees that all amendments or alterations to the deed restrictions shall be submitted as a courtesy copy to the City of West Melbourne.

7. Certificate of completion and/or proof of acceptance of the construction of drainage, driveway connection, and utilities by all applicable outside agencies, such as the St. Johns River Water Management District, the state department of transportation, the state department of environmental protection, the county, and the Melbourne-Tillman Water Control District shall be submitted
8. If the developer has been permitted to bond sidewalks in lieu of installing them prior to obtaining final plat approval, a performance, labor, and material bond shall be filed by the developer.

 **Or IF bonding the project in lieu of constructing the infrastructure prior to final platting, your submittal must also include:** 

1. Guarantee of installation of the required improvements using one of the following methods:
 - a. Performance, labor, and material payment bond by the developer or jointly by the developer and builder in the amount of 110 percent of the estimated construction cost, as determined by the city for any portions not constructed
 - b. Depositing or placing in escrow a certified check, cash, or other acceptable pledge in the amount of 100 percent of the estimated construction costs, as determined by the city (if this choice is elected, the subdivider shall pay the city's administration cost of the escrow agreement, a sum of money equivalent to five percent of the estimated construction cost)
2. For residential subdivisions, dedication of land for the use of a park or recreation areas or a payment to the city in lieu of dedication of such land
3. Final engineering plans (as set forth in Land Development Regulations 86-18)

Updated 2020

UPCOMING MEETING DATES
(Consult the Planning Department to determine applicability)

Judge T. Mitchell Barlow, Jr. Council Chamber
 2285 Minton Road
 West Melbourne, FL 32904

*Planning & Zoning	City Council	Board of Adjustment
January 12, 2021	January 19, 2021	January 28, 2021
February 10, 2021	February 2, 2021	February 25, 2021
	February 16, 2021	
March 9, 2021	March 2, 2021	March 25, 2021
	March 16, 2021	
April 14, 2021	April 6, 2021	April 22, 2021
	April 20, 2021	
May 11, 2021	May 4, 2021	May 27, 2021
	May 18, 2021	
June 9, 2021	June 1, 2021	June 24, 2021
	June 15, 2021	
July 13, 2021	July 20, 2021	July 22, 2021
August 11, 2021	August 3, 2021	August 26, 2021
	August 17, 2021	
September 14, 2021	September 7, 2021	September 23, 2021
	September 22, 2021	
October 13, 2021	October 5, 2021	October 28, 2021
	October 19, 2021	
November 9, 2021	November 2, 2021	November 17, 2021
	November 16, 2021	
December 15, 2021	December 14, 2021	December 16, 2021

Notes: Meeting dates are subject to change or cancellation.

Initial submittal must be made at least 30 days in advance of targeted meeting dates.

*** Some of these dates are on a Wednesday instead of Tuesday – check the calendar**