

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:		

5. REQUEST INFORMATION:

- Number of Lots Being Created:
- Minimum Lot Size:
- Lot Width:
- Zoning:
- Will existing structures meet minimum yard requirements?

6. PETITION REQUEST AND SUMMARY OF FACTS:

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.

NOTARIZED 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