



## COMMUNITY DEVELOPMENT DEPARTMENT

### FINAL PLAT APPLICATION INFORMATION

#### **Sufficiency Review**

Once deemed complete, the application will be logged in and staff will commence sufficiency review, which includes a review of the application and supporting material for accuracy, a review to make sure any conditions of preliminary plat have been satisfied, and a review of the proposed subdivision for consistency with applicable laws. Once review has commenced, the applicant is responsible for promptly providing any information that needs to be updated, modified, or newly submitted. Failure to supply such information will delay the placement of the application on the Board's Agenda.

#### **Supporting Materials Checklist**

- Original plat mylar signed by owner and sealed by surveyor (size and signature blocks per Subdivision Regulations; County Surveyor signature block must be near edge of document for sealing purposes) *We are currently requesting the mylar after the County Engineer has reviewed and requests its submittal*
- Final Plat Application (Original)
- Letter of Authorization (Original)
- Special Warranty Deed
- Detailed narrative of the project. Including but not limited to the name of the plat, the date of the BCC Preliminary Plat approval, any changes in the plat and any pending planning issues like PD rezoning and density calculations.
- Copy of Final Site Plan Review approval letter
- Proof that all Preliminary Plat conditions have been met
- Proof that all Preliminary Site Plan Review conditions have been met
- Declaration of Protective Covenants or Deed Restrictions executed for recording (if already recorded, provide a copy with stamped recording information)
- Title Opinion (original signed and notarized)
- Proof of all taxes paid
- Mortgage Consent
- Infrastructure documents

- If infrastructure constructed: a signed and sealed Certification of Completion, 3 sets of as-built drawings, pavement testing information, and acceptance forms for public streets
- If infrastructure not constructed: a Draft Developer's Agreement, and a Draft original Bond, and signed and sealed Engineer's Probable Cost Estimate x110%, approved by Engineering
- A check payable to the Charlotte County Board of County Commissioners (CCBCC). The fee is \$1,060.00, with an additional \$12 per lot and all tracts created.
- Recording fee checks made out to the Clerk of Courts for recording the Plat \$30 for the first page and \$15 for each additional page, and any other recordable documents including but not limited to the Developers Agreement which will be \$10 for the first page and \$8.50 for each additional page.
- 1set of proposed subdivision plat sized 18" x 24"
- 1 set of proposed subdivision plat sized 11" x 17"
- 1 set of 11' x 17" Boundary survey including acreage and legal description of the property being subdivided
- One disc of subdivision plat in PDF format and to include all supporting documents
- One disc of subdivision plat in .DWG Auto CAD or .DXF Universal CAD format

### **Scheduling for Final Plat Approval**

Final Plat approvals are not public hearings and are placed on the Board of County Commissioner's Consent Agenda once staff deems the information supplied in the application and the proposed subdivision to be complete and accurate. However, the applicant or the agent for the applicant should be available on the day of the Board's consideration to answer questions in case a member of the Board pulls the item for discussion.



**COMMUNITY DEVELOPMENT DEPARTMENT  
FINAL PLAT APPLICATION**

<b>Date Received:</b>	<b>Date of Log-in:</b>
<b>Petition #:</b>	
<b>Receipt #:</b>	<b>Amount Paid:</b>

1. **Name of proposed subdivision:** \_\_\_\_\_

2. **Preliminary Plat petition #:** \_\_\_\_\_  
**Date approved:** \_\_\_\_\_

3. **\*Parties involved in the application:**  
 Have any of the parties involved in this Application changed since the property received Preliminary Plat approval? \_\_\_\_ Yes \_\_\_\_ No  
 If yes, please explain: \_\_\_\_\_

**A. Name of Applicant:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City:	State:	Zip Code:
Phone Number:	Fax Number:	

Email Address: \_\_\_\_\_

**B. Name of Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City:	State:	Zip Code:
Phone Number:	Fax Number:	

Email Address: \_\_\_\_\_

**C. Owner of Record\*:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City:	State:	Zip Code:
Phone Number:	Fax Number:	

Email Address: \_\_\_\_\_

**D. Name of Surveyor:**

Mailing Address:

City:	State:	Zip Code:
Phone Number:		Fax Number:
Email Address:		

**E. Name of Engineer:**

Mailing Address:

City:	State:	Zip Code:
Phone Number:		Fax Number:
Email Address:		

**F. Name of Attorney:**

Mailing Address:

City:	State:	Zip Code:
Phone Number:		Fax Number:
Email Address:		

\* The name and address of every person having a beneficial interest in this property, however small, in the form of a partnership, limited partnership, corporation, trust, or in any form of representative capacity whatsoever for others, shall be disclosed and a list attached to this application, with no exceptions.

**4. Property ID #:** \_\_\_\_\_

**5. Has the property undergone any public hearings, other than the public hearings for the Preliminary Plat approval, since the Preliminary Plat application was submitted?**

\_\_\_\_ Yes      \_\_\_\_ No

If yes,

*Hearing Held by:*

*Date:*

*Petition #:*

____ Board of County Commissioners	_____	_____
____ Planning and Zoning Board	_____	_____
____ Board of Zoning Appeals	_____	_____
____ Other (Describe) _____	_____	_____

**ATTACH ALL DEPARTMENT COMMENTS AND DECISION LETTERS**

**6. Number of lots allowed:** \_\_\_\_\_ **Number of lots Proposed:** \_\_\_\_\_

Minimum lot size previously approved in Preliminary Plat: \_\_\_\_\_

Minimum lot dimension previously approved in Preliminary Plat: \_\_\_\_\_

# AFFIDAVIT

**I, the undersigned, being first duly sworn, depose and say that I am the applicant or agent of the property described and that is the subject matter of the proposed Final Plat request, that data and other supplementary matter attached to and made part of the application, are honest and true to the best of my knowledge.**

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me , by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has/have produced \_\_\_\_\_ as identification and who did/did not take an oath.

_____ Notary Public Signature	_____ Signature of Applicant/Agent
_____ Notary Printed Signature	_____ Signature of Applicant/Agent
_____ Title	_____ Address
_____ Commission Code	_____ City, State, Zip
	_____ Telephone Number

**PROPERTY OWNER AUTHORIZATION TO APPLICANT**

I, the undersigned, being first duly sworn, depose and say that I am the owner of the property described and which is the subject matter of the proposed hearing.

I give authorization for \_\_\_\_\_ to be the applicant for this Final Plat.

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me, by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has/have produced \_\_\_\_\_ as identification and who did/did not take an oath.

_____ Notary Public Signature	_____ Signature of Owner
_____ Notary Printed Signature	_____ Printed Signature of Owner
_____ Title	_____ Address
_____ Commission Code	_____ City, State, Zip
	_____ Telephone Number

**APPLICANT AUTHORIZATION TO AGENT**

I, the undersigned, being first duly sworn, depose and say that I am the applicant for the Final Plat of the property described and which is the subject matter of the proposed hearing.

I give authorization for \_\_\_\_\_ to be my agent for this application.

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me, by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has/have produced \_\_\_\_\_ as identification and who did/did not take an oath.

_____ Notary Public Signature	_____ Signature of Applicant
_____ Notary Printed Signature	_____ Printed Signature of Applicant
_____ Title	_____ Address
_____ Commission Code	_____ City, State, Zip
	_____ Telephone Number