



**CHARLOTTE COUNTY
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 Consent Agenda.

Supporting Materials Checklist

- Original Mylar signed by owner and surveyor (size and signature blocks per Subdivision Regulations; County Surveyor signature block must be at edge of paper for sealing purposes)
- Narrative explaining any changes in the proposal that have occurred since Preliminary Plat Approval
- 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 Covenants executed for recording (if already recorded, provide a copy with stamped recording information)
- Restrictions
- Title Opinion (original signed and notarized)
- Proof of all taxes paid
- Mortgagee Consent
- Infrastructure documents
 - If infrastructure constructed: a signed and sealed Certification of Completion, 3 sets of as-built drawings, and acceptance forms in accordance with Article VII for public streets
 - If infrastructure not constructed: a Developer's Agreement, an original bond, and signed and sealed 110% of Engineer's Probable Cost Estimate
- A check made payable to the Charlotte County Board of County Commissioners. The fee is \$1,060.00, with an additional \$12 per lot

- 5 sets of proposed subdivision plans sized 18" x 24"
- 5 sets of proposed subdivision plans sized 11" x 17"
- One disc of subdivision plans in PDF format
- One disc of subdivision plans 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.



**CHARLOTTE COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT**

FINAL PLAT APPLICATION

Date Received:	Date of Log-in:
Petition #:	
Receipt #:	Amount Paid:

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: _____

* 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.

D. Name of Surveyor: _____

Mailing Address: _____

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

E. Name of Engineer: _____

Mailing Address: _____

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

F. Name of Attorney: _____

Mailing Address: _____

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

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 this _____ day of _____, 201____, 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 this _____ day of _____, 201____,

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 this _____ day of _____, 201____,

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