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)
- 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, pavement testing information, and acceptance forms for public streets
  - If infrastructure not constructed: a Developer's Agreement, an original bond, and signed and sealed Engineer's Probable Cost Estimate x110%
☐ A check payable to the Charlotte County Board of County Commissioners (CCBCC). The fee is $1,060.00, with an additional $12 per lot created
☐ 5 sets of proposed subdivision plat sized 18” x 24”
☐ 5 sets of proposed subdivision plat sized 11” x 17”
☐ One disc of subdivision plat in PDF format
☐ 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.
<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Date of Log-in:</th>
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<tbody>
<tr>
<td>Petition #:</td>
<td></td>
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<tr>
<td>Receipt #:</td>
<td>Amount Paid:</td>
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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 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 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.

<table>
<thead>
<tr>
<th>Notary Public Signature</th>
<th>Signature of Owner</th>
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</thead>
<tbody>
<tr>
<td>Notary Printed Signature</td>
<td>Printed Signature of Owner</td>
</tr>
<tr>
<td>Title</td>
<td>Address</td>
</tr>
<tr>
<td>Commission Code</td>
<td>City, State, Zip</td>
</tr>
<tr>
<td></td>
<td>Telephone Number</td>
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</tbody>
</table>
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 ____________, 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