COMMUNITY DEVELOPMENT DEPARTMENT

PRELIMINARY PLAT
APPLICATION INFORMATION

Sufficiency Review
Supply a copy of the completed Application form plus Supporting Materials (see checklist below). Staff will have 5 working days from the application submittal date to review the application for completeness. If incomplete, the application will be returned with an explanation why the application was considered incomplete. The applicant may resubmit at any time, but the application will not be reviewed again until the next nearest application deadline.

If deemed complete, the application will be logged in and assigned to a P&Z and BCC hearing cycle and staff will commence review. The applicant is responsible for promptly providing any information that needs to be updated, modified, or newly submitted; otherwise, the placement of the application on a public hearing agenda will be delayed or a recommendation of denial may be necessary.

No additional changes may be made to any information in an application after one week before the hearing packet is due to be compiled for the Planning and Zoning Board members or the NOVUS Agenda item deadline for the Board of County Commissioners. The planner assigned to the petition will be able to inform the applicant of the due date.

Supporting Materials checklist
☐ 5 sets of proposed subdivision plans sized 11" x 17" and 5 sets sized 18” x 24”.
☐ Boundary survey and legal description, including acreage, of the property being subdivided
☐ Proof of all taxes paid
☐ A FLUCCS map, listed species survey, and heritage tree survey (less than one year old)
☐ Copy of Preliminary Site Plan approval letter
☐ A check made payable to the Charlotte County Board of County Commissioners. The fee is $1,830.00, with an additional $12 per lot created
☐ One disc of subdivision plans in PDF format
☐ One disc of subdivision plans in .DWG Auto CAD or .DXF Universal CAD format
Public Hearing Information

TIME:       1:30 P.M. – Planning and Zoning Board
           2:00 P.M. – Board of County Commissioners
PLACE:      Charlotte County Administration Center, Building A, Room 119
           18500 Murdock Circle, Port Charlotte, FL 33948
           UNLESS OTHERWISE ADVERTISED IN THE LOCAL NEWSPAPER

The applicant will receive written notification of the hearing date. The applicant and/or an authorized representative/agent must be present at both the Planning and Zoning Board and the Board of County Commissioners Meetings.

Should you have any questions or need assistance, please contact the Charlotte County Community Development Department, 18400 Murdock Circle, Port Charlotte, FL 33948 or call 941-764-4954.
1. Name of proposed subdivision: __________________________________________________________

2. Parties involved in the application:

   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:

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Phone Number: Fax Number:

Email Address:

E. Name of Engineer:

Mailing Address:

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Phone Number: Fax Number:

Email Address:

F. Name of Attorney:

Mailing Address:

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Phone Number: Fax Number:

Email Address:

3. **Property Location**

   Section: _____ Township: _____ Range: ______

   Property ID # __________________________________________________________

   Commission District: ______

4. **Total acreage:** ______________________

5. **Has the property ever been the subject of a public hearing?**
   
   _____Yes     _____No

If yes,

   **Hearing Held by:**
   
   _____ Board of County Commissioners
   
   _____ Planning and Zoning Board
   
   _____ Board of Zoning Appeals
   
   _____ Other (Describe)

   **Date:**

   **Petition #:**

   ____________________________  ____________________________  ____________________________

   ATTACH ALL DEPARTMENT COMMENTS AND DECISION LETTERS
6. Has an administrative interpretation ever been applied for or received for the subject property?
   _____Yes    _____No

   If yes, Date: ________________  Type: ______________________________________
   PROVIDE A COPY OF THIS INTERPRETATION.

7. Has this property been platted before?
   _____Yes    _____No

   If yes, in what name? ___________________________________
   Date recorded: _______________
   Has the previous plat been vacated? _____Yes   _____No

8. *Zoning designation(s):
   ___________________________________________________________

   *Future Land Use Map designation(s):
   ___________________________________________________________
   *if more than one, provide acreage of each

   Number of lots allowed: ______________  Number of lots proposed: ______________
   Minimum lot size: _______________  Minimum lot dimension: _______________
   Total density: _________________________

9. Type of proposed development:
   _____ Single-family    _____ Mobile home    _____ Institutional
   _____ Multi-family    _____ Commercial
   _____ Industrial     _____ Mixed Use

10. Is any variance from the subdivision requirements anticipated or requested per the County Code?
    _____Yes    _____No

    If yes, attach a description of the variance request.

11. Is this proposed plat part of a Development of Regional Impact (DRI)?
    _____Yes    _____No

    If yes, name the DRI: ________________________________________________
12. Is the proposed subdivision located within a flood hazard zone as established by F.E.M.A.?  
_____ Yes  _____ No

If yes, please specify: __________________________________________________________

13. What is the proposed minimum elevation of road crown and of the lots?
Road: _______ feet above sea level  Lots: _______ feet above sea level

Existing elevation ranges from an average low of _____ to an average high of _____ feet above sea level.

Elevations based on:  □ NGVD – 1929  □ NGVD – 1988

14. What type of potable water and sanitary sewer facilities will service this plat?
_____ Wells  _____ Septic Tanks
_____ Central Water  _____ Central Sewer

Attach:
• Utility letters proving service is available,
  or
• Health Dept. letter verifying that the septic systems are acceptable based on the proposed subdivision

15. Is development of utility infrastructure proposed prior to final plat?
_____ Yes  _____ No

16. Rights-of-way for this proposed subdivision are intended to be:
_____ dedicated  _____ private  _____ existing dedicated roads

17. Is any excavation activity proposed as part of this subdivision?  _____ Yes  _____ No
If yes, indicate the type (canal, lake, etc.) and proposed use (navigable, drainage, scenic, etc.):
______________________________________________________

18. Is the subdivision to be developed prior to the filing of the final plat?  _____ Yes  _____ No
If no, bonding of the infrastructure is required in a form that is acceptable to the County Board of County Commissioners under the conditions of the Charlotte County Subdivision Regulations.
If constructing new roads, and they are to be dedicated to the County, all paperwork shall be in accordance with Article VII of Charlotte County Code 3-7.

ALL ROADS SHALL BE CONSTRUCTED TO COUNTY STANDARDS.

19. **Will the subdivision be constructed in phases?**

   _____ Yes    _____ No

   If yes, please specify:

   _____________________________________________________________
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 Preliminary 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                    Printed 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 Preliminary 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.

________________________
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 Preliminary 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