

**FINAL PLAT APPLICATION**

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Date Received: \_\_\_\_\_ Application #: \_\_\_\_\_  
Preliminary Plat Case Number: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Location of Site: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_ Alt. Key #: \_\_\_\_\_

**Person to Contact (Engineer):**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Application to be submitted along with the following:**

- 1. Standard Application Form
- 2. Deed or other proof of ownership
- 3. Submit 10 sets of plans, folded.
- 4. Concurrency Management Application

### Final Plat Checklist

Check	Requirements (Section 10.01.04 (E))
	1. Final design drawing shows the boundaries and locations of all lots
	2. Plat is drawn at the same scale, using the same sheet size, as the associated preliminary plat and improvements plan.
	3. Plat has a name by which it shall be legally known. The name is not the same as any other recorded subdivision name, except where the subdivision is an additional unit or section of an existing subdivision.
	4. Lots and blocks are numbered or lettered consecutively
	5. Excluded parcels are clearly indicated and labeled
	6. Acknowledgements, dedications, notifications, notes, and declarations are on the first sheet, and extended to following sheets if necessary.
	7. All areas reserved for use by residents of the subdivision are indicated
	8. All areas reserved for public use, such as parks, rights-of-way, easements, drainage areas, and other public areas, are shown as dedicated by the owner of the land at the time the final plat is recorded.
	9. All streets are named. Dimensions, purpose, and reservation of easements shall be indicated.
	10. The mortgagee's consent and approval of dedications is on all plats where mortgages encumber the land to be platted.
	11. The signature(s) of the mortgagee(s) is witnessed
	12. Restrictive covenants pertaining to use of improvements, land, water were submitted with the final plat for recording
	13. The final plat is prepared by a professional surveyor, licensed in the State of Florida, who has certified on the plat that the plat is a true and correct representation of the lands surveyed, and that the survey data complies with all requirements of Chapter 177, <i>FS</i> , this LDC, and that permanent reference monuments have been set in compliance with the <i>Florida Statutes</i> . The certification bears the signature, registration number, and official seal of the surveyor.
	14. Signature blocks are provided for the Mayor and all appropriate officials, together with the name and title of the officials
	15. A certificate of ownership has been submitted dated not more than sixty (60) days prior to the recording date of the final plat. The certificate shall be an attorney's opinion of title or a title company certificate
	16. The final plat includes a legal description of the lands subdivided.
	17. When two (2) or more sheets are necessary to accurately portray subdivided lands, an index sheet is provided showing the entire subdivision as well as the sheet layout. Sheets are numbered.

### Determination of Compliance

**Minor Subdivisions:** Applications for minor subdivisions shall be reviewed for compliance with the site design requirements applicable to the zoning district in which the lots are located. Where the application demonstrates compliance with all such requirements, the City Manager shall approve the proposed boundary survey. The survey shall be recorded by the applicant in the public records of Citrus County.

**Preliminary and Final Subdivisions:** Applications for preliminary and final subdivision plats and rezoning with a PUD master plan shall follow the process set forth in Section 10.03.02(B). Such applications shall be considered by the Planning Commission for recommendation to the City Council which has final authority.

<b>Minor Subdivisions Preliminary and Final Subdivision Plats (Sec. 10.03.02)</b>	
CRA	An application for a subdivision plat for property within the CRA Overlay District shall be sent to the Community Redevelopment Agency for review and recommendation. The CRA shall hold a properly noticed quasi-judicial hearing as set forth in the published meeting schedule. The CRA shall make findings regarding compliance of the proposed site plan with Section 4.02.03, and shall provide a written CRA report regarding such compliance to the City for inclusion in the compliance report
Complete	Within thirty (30) days, (forty-five (45) days for projects within the CRA Overlay District) following the determination that the application for a subdivision plat is complete, the City Manager shall determine whether the application complies with the requirements, standards and criteria of the LDC, including the written report from the CRA.
Waiver	Where the plat includes a request for an administrative waiver, as set forth in Section 9.03.00, the compliance report shall include documentation of the compliance of the requested waiver with standards applicable to the requested waiver and the action taken on the requested waiver.

Approved or approved with conditions	<ol style="list-style-type: none"> <li>1. When the application is approved or approved with conditions, the written compliance report and one (1) copy of the approved plat, which may contain signed notations regarding conditions of approval, shall be provided to the applicant by the City Manager.</li> <li>2. When the plat is approved or approved with conditions, a written major development permit shall be issued. The written order shall be signed by the City Mayor.</li> </ol>
Not in compliance	<ol style="list-style-type: none"> <li>1. If the plat fails to comply with the standards and criteria of this LDC, the compliance report shall specifically identify the manner in which the application is deficient, including a citation of applicable sections of this LDC. The compliance report shall be sent to the applicant. The applicant shall have thirty (30) days from the date of the compliance report to correct the deficiencies and submit the revised plat. When the deficiencies pertain to design standards subject to CRA approval (design standards set forth in Section 4.02.03), the revised plat shall be reviewed by the CRA as set forth in Section 10.03.02(A)(1).</li> <li>2. An extension of the time period for correction of deficiencies may be requested in writing. Such extension shall be limited to an additional thirty (30) days.</li> <li>3. Failure to submit a corrected plat within the thirty (30) day period shall result in denial of the application. No further action shall be taken except upon reapplication.</li> </ol>