

**PRELIMINARY PLAT
APPLICATION**

Date Received: _____ Application #: _____

Project Name: _____

Location of Site: _____

Parcel Number: _____ Alt. Key #: _____

Parcel Size: _____
(either acres or sq. ft.)**Person to Contact (Engineer):**

Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

Phone #: _____ Fax: _____ Cell: _____

Email Address: _____

Attachments:

1. Standard Application Form
2. Deed or other proof of ownership
3. Submit 10 sets of plans, folded.
4. Concurrency Management Application
5. Any required Federal, State, County or Regional Permit or exemption
6. Stormwater Management Plan

Preliminary Plat Checklist

Check if Complete	Requirements (Section 10.01.04)
	1. The name, address, telephone number, facsimile number, and email address of the person preparing the plat.
	2. The date of preparation and date(s) of any modifications, a north arrow, and a written and graphic scale.
	3. Development specifications for the tract: area, proposed number and layout of lots and blocks, location, names, and widths of proposed roadways, consistent with the Future Transportation Circulation Map of the Comprehensive Plan.
	4. Location of land to be dedicated or reserved for public use for rights-of-way, easements, schools, open spaces, or other public uses.
	5. Locations of utilities, utility service, connections to existing utility facilities, and easements necessary to provide access to the utility facilities for maintenance or other activity.
	6. Location of the nearest available public water supply and wastewater disposal system.
	7. A topographic survey, soils report, grading plan, and an erosion control plan.
	8. Existing surface water bodies, wetlands, streams, and canals, including the location of the mean high water line for each feature.
	9. A preliminary surface drainage plan showing direction of flow and methods of stormwater retention.
	10. A floodplain map indicating areas subject to inundation and high groundwater levels up to a 100-year flood classification, and establishing a base flood elevation for all proposed lots within the subdivision.
	11. A tree survey showing protected trees, proposed replacement trees, if required, and landscaping and buffering.
	12. An Improvements plan including the following information:
	➤ A stormwater management plan showing the complete drainage system in compliance with the requirements set forth in Section 6.03.00
	➤ Soils map, soil infiltration test locations, results of test borings, and subsurface conditions, providing at least one test per drainage retention or detention area.
	➤ Paving and drainage plans and profiles showing existing and proposed elevations and grades of all paved and open areas, including the size, location, and type of facilities.
	➤ Water distribution and wastewater collection plans and proposed profiles.

	➤ Typical roadway and drainage sections and a summary of quantities to include a driveway apron and culvert schedule with typical sections.
	➤ Profile sheet showing special situations such as intersections or waterways.
	➤ Plans showing existing and proposed improvements to waterways, lakes, streams, channels, ditches, bridges, culverts, seawalls, bulkheads, and retaining walls.
	➤ A street lighting plan, showing approval of the appropriate utility authority.
	➤ Landscaping plan, demonstrating compliance with Section 4.05.00.
	➤ Construction details for all proposed improvements described on the improvements plan.
	➤ Written specifications demonstrating compliance with all applicable design standards.
	13. Additional plans, documents, or reports that are necessary to support the application shall be submitted. <i>Such plans, documents, or reports may include, but are not limited to, concurrency analysis, traffic analysis reports, parking studies, or environmental impact studies. Concurrency analysis reports shall contain the information set forth in Section 6.01.00. Requirements for traffic analysis reports are set forth in Section 10.01.05. Requirements for parking studies are set forth in Section 6.04.07(C) and (D). Requirements for environmental impact studies are set forth by regional, state, and federal agencies with jurisdiction and in Chapter 3 of this LDC.</i>
	List Below:

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.

Minor Subdivisions Preliminary and Final Subdivision Plats (Sec. 10.03.02)	
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 plat 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 plat approval 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 proposed 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"> 1. When the application is approved or approved with conditions, the written compliance report and one (1) copy of the approved subdivision plat, which may contain signed notations regarding conditions of approval, shall be provided to the applicant by the City Manager. 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 Mayor.
Not in compliance	<ol style="list-style-type: none"> 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 site plan. When the deficiencies pertain to design standards subject to CRA approval (design standards set forth in Section 4.02.03), the revised site plan shall be reviewed by the CRA as set forth in Section 10.03.02(A)(1). 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. 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.