CITY OF ALTAMONTE SPRINGS

CITY SURVEYOR & CITY ATTORNEY
PLAT REVIEW APPLICATION

Once a plat has been approved by the Planning Board (if applicable) and Development Review Committee, it must be reviewed by the City's consulting Professional Surveyor and Mapper (PSM) and City Attorney and receive final approval from the City Commission. This application serves as an applicant's request to present a plat to the PSM, City Attorney, and City Commission, and is to be submitted with the necessary support documents listed in the Submittal Sufficiency Checklist. Submittals are to be made to the Growth Management Department. **Submittal deadline is the first or third Thursday of the month prior to 12:00 Noon.** Questions regarding this application may be directed to Growth Management at 407.571.8150, x8435.

The requirements for presenting a plat to the City's Consulting PSM, City Attorney, and City Commission are contained in Land Development Code Sections 5.2.4, 5.2.5, and 5.3.4. The approval of the final plat will be recommended to the City Commission by City staff only pursuant to staff's certification of adequacy of the required materials by City staff, consulting surveyor, and City Attorney.

APPLICATION FEES		
First Submittal: Base fee for review and report - 5 lots or less: Each additional lot up to 20 lots: Each additional lot above 20 lots:	 $2,775.00 $15.00 per lot $5.00 per lot	2nd Submittal: No base fee; only sketch of description fees. Subsequent submittals (3rd, 4th, etc.): $650.00 per submittal plus sketch fees.
Each sketch of description: $25.00 per submittal		

PROPERTY INFORMATION
Property Address or General Location:
Plat Name:
Project Name:
County Property Appraiser Parcel I.D. Number(s):

CITY USE ONLY	
1__-50000__ __ __	Date Received:

PROJECT MANAGER AND SURVEYOR INFORMATION							
Plat Project Manager Information				***Project Surveyor Information***			
Firm:				Firm:			
Address:				Address:			
City:		State:		City:		State:	
Zip:				Zip:			
Phone: ( )				Phone: ( )			
Fax: ( )				Fax: ( )			
E-mail:				E-mail:			
Contact Person:				Contact Person:			
The Plat Project Manager is the person the City will be contacting regarding the application.							

CERTIFICATION

I do hereby certify that I, the undersigned, have read the Land Development Code, Developer's Guide, and Chapter 177, Florida Statutes requirements pertaining to plat processing, have full understanding of the requirements, and to the best of my knowledge and belief, all information supplied with this application is true and accurate. All submittal materials contained in the Submittal Sufficiency Checklist are contained herein and the Permanent Reference Markers (PRM's) have been set in the field for inspection.

_____

Signature *Date*

__ Owner __ Project Surveyor
__ Plat Project Manager
(Check Appropriate Box)

_____

Print Name

The application deadline is the first or third Thursday of the month prior to 12:00 Noon.

It takes approximately thirty (30) days from the date of submittal of a complete package for a plat presentation to be processed by staff and reviewed by the consulting PSM and City Attorney's Office. Re-reviews, if necessary, require between 21 and 30 days to process. Once the plat has been certified by the consulting PSM and cleared by staff and the City Attorney's Office, it is transmitted to the City Clerk for placement on a City Commission agenda. After the plat is approved by the City Commission, and prior to the recording of the plat by the City, an updated title certificate shall be provided to the Growth Management Department and recording fees shall be furnished to the City Clerk. After plat recording, one additional updated title opinion will have to be provided to the City to complete the review process.

End of City Surveyor & City Attorney Plat Review Application.