# CITY OF ALTAMONTE SPRINGS

## SUBDIVISION PLAT DRC REVIEW APPLICATION SUBMITTAL SUFFICIENCY CHECKLIST

**Note that a pre-submittal sufficiency review is mandatory.**
**If your project also includes a site plan, your plat pre-submittal sufficiency review must occur at the same time as your site plan sufficiency review.**

You must have your sufficiency review completed by City Growth Management Department staff five calendar days prior to your first submission of your Subdivision Plat application. To arrange a sufficiency review appointment, contact Cathleen Craft, Principal Planner, at 407.571.8161.

This checklist identifies the items required in order to make a complete first submittal. The applicant is to complete the applicant's checkboxes on this checklist and submit the checklist with the application. If a submittal is incomplete, it will be rejected.

This form shall serve as a checklist for preliminary, final, and minor subdivision plat submittal only. Preliminary, final, and minor subdivision plats submitted to the City are reviewed for compliance with the technical requirements listed in *Land Development Code* and the "Preliminary and Final Subdivision Plat Review Checklist." If the plat includes a Subdivision Development Plan, refer also to the Preliminary and Final Plan Review Checklist.

| **PLAT APPLICATION INFORMATION** |
|---|
| Plat Name: |
| Property Address or<br>General Location: |

| **LEGEND** | |
|---|---|
| C = Correct | P = Preliminary Plan Requirement |
| I/C - Incorrect or Incomplete | F = Final Plan Requirement |
| N/A = Not Applicable | Appl. = Applicant; City = City |

**ALL SUBDIVISION PLAT SUBMITTALS:**

Appl. City

[ ] [ ] COMPLETED SUBDIVISION PLAT DRC REVIEW APPLICATION. Application must list the parcel ID numbers of all parcels for the subject property.

[ ] [ ] COMPLETED SUBDIVISION PLAT DRC REVIEW APPLICATION SUBMITTAL SUFFICIENCY CHECKLIST (this checklist) - the applicant is to complete the applicant's checkboxes on the checklist and sign the checklist.

[ ] [ ] APPLICATION FEE - Make checks payable to the City of Altamonte Springs. Visa and MasterCard also accepted for payment.

[ ] [ ] POWER OF ATTORNEY OR AGENT AUTHORIZATION LETTER – Signed by the actual property owner if the owner is not the applicant or subdivider.

[ ] [ ] SEVEN (7) BLUELINE OR BLACKLINE COPIES OF THE PLAT (20" x 24") - Plat must comply with technical provisions of the City and State pertaining to plat preparation. Refer the *Land Development Code* and the "Altamonte Springs Checklist for Preliminary and Final Subdivision Plat Review." Plat may be rolled. Datum must be US State Plane Coordinate Systems (1983)

[ ] [ ] SEVEN (7) BOUNDARY SURVEYS (24" x 36") - signed and sealed, attached to plat. Surveys may be rolled. Datum must be US State Plane Coordinate Systems (1983)

[ ] [ ] TWO (2) COPIES OF THE TRAVERSE SHEET - On an 8½" 11" or 8½" x 14" sheet. It must graphically show the closed traverse.

[ ] [ ] APPLICATION(S) FOR DEVELOPMENT WAIVER OR VARIANCE - If applicable.

[ ] [ ] TWO (2) TITLE OPINIONS OR CERTIFICATIONS – Researched and dated within 30 days - Two copies of a title opinion of an attorney-at-law licensed in Florida or a certification by an abstractor or title company, in a form acceptable to the City Attorney, and showing that apparent record title to the land as described and shown on the plat coincides with the names shown on the dedication (parties executing plat are owners of the land embraced by the plat). The title certification shall also show all mortgages not satisfied or released of record nor otherwise terminated by law, show that all city taxes and assessments are paid to date, that the description of the plat is correct, and that no conflicting rights-of-way, easements, or plats exist. **Copies of all referenced easements and title encumbrances, such as mortgages, assignment of rents, etc., listed in the opinion or certification must be enclosed.**

[ ] [ ] ONE (1) PRELIMINARY AND FINAL PLAN REVIEW CHECKLIST – If the subdivision application includes a Development Plan, the requirements of the Preliminary and Final Plan Review Checklist must be followed (located in Developer's Guide Section 7). Submit one completed Checklist.

**ADDITIONAL SUBMITTALS FOR PRELIMINARY SUBDIVISION DEVELOPMENT PLANS:** Include all items under "ALL SUBDIVISION PLAT SUBMITTALS," above, plus:

Appl. City

[ ] [ ] CONCURRENCY MANAGEMENT SYSTEM TEST RESULTS - The CMS application is required to be submitted to the Growth Management Department seven (7) days prior to your subdivision plat application. The results, if available, are to be submitted with the plat application.

[ ] [ ] SEVEN (7) SETS OF DEVELOPMENT PLANS (24" X 36") - signed and sealed by project engineer and landscape architect, attached to plat. (Refer to Article V, Subdivision Regulations, of the *Land Development Code* for the content requirements of the plans). Plans may be rolled.

[ ] [ ] SEVEN (7) SETS OF ARBOR INFORMATION PLANS (24" x 36") - Signed and sealed, attached to the development plans. The plans shall show the location of all trees, as defined by the Landscaping and Tree Protection Regulations of Article VIII of the *Land Development Code*. This submittal may include an aerial photograph marked up to identify protected trees [Section 5.3.2.3.2]. Plans may be rolled.

[ ] [ ] TWO (2) SETS OF RECIPROCAL EASEMENT AGREEMENTS - If applicable. Three copies of any necessary reciprocal easement agreements, whether private or multi-party with the City. Draft documents may be submitted for preliminary subdivision plat review. Final documents are required with final subdivision plat or minor plat submittal.

[ ] [ ] TWO (2) COPIES OF COVENANTS, HOMEOWNER'S ASSOCIATION DOCUMENTS, OR EVIDENCE OF MAINTENANCE OF PRIVATE FACILITIES - If applicable. Draft documents may be submitted for preliminary subdivision plat review. Final documents are required with final subdivision plat or minor plat submittal.

[ ] [ ] TWO (2) SETS OF DRAINAGE CALCULATIONS.

[ ] [ ] PROJECT ENGINEER'S LETTER OF ACKNOWLEDGMENT - Signed by Project Engineer of Record and Owner/Developer, not the project manager.

[ ] [ ] PROJECT SURVEYOR'S LETTER OF ACKNOWLEDGMENT - Signed by the actual property owner or developer, not the project manager. This letter of acknowledgement is intended for the surveyor who will be preparing the as-built construction record drawings.

[ ] [ ] PROJECT LANDSCAPE ARCHITECT'S LETTER OF ACKNOWLEDGMENT - Signed by the actual property owner or developer, not the project manager.

**ADDITIONAL SUBMITTALS FOR FINAL SUBDIVISION PLATS AND MINOR PLATS:** Include all items under "ALL SUBDIVISION PLAT SUBMITTALS," above, plus:

Appl. City

[ ] [ ] TWO (2) SETS OF RECIPROCAL EASEMENT AGREEMENTS - If applicable. Three copies of any necessary reciprocal easement agreements, whether private or multi-party with the City. **Submit final version**.

[ ] [ ] THREE (3) SETS OF SKETCHES OF DESCRIPTIONS - If applicable. Three copies of any necessary sketches of description of easements, etc. **Submit final version**.

[ ] [ ] THREE (3) COPIES OF COVENANTS, HOMEOWNER'S ASSOCIATION DOCUMENTS, OR EVIDENCE OF MAINTENANCE OF PRIVATE FACILITIES - If applicable. **Submit the final version.**

[ ] [ ] TWO (2) SETS OF UTILITY LETTERS - Two copies of letters from all non-City utilities indicating that the proposed easement areas provided are sufficient for utility services:

Required for all projects:

[ ] [ ] Progress Energy

Required for residential; recommended for non-residential:

[ ] [ ] EmbarqTelephone in most areas; AT&T in southwest area

[ ] [ ] Bright House Networks Cable Television

[ ] [ ] TECO/People's Gas

[ ] [ ] ONE (1) ADDRESS SHEET - Addresses shall be indicated in parentheses on each lot on one (1) separate copy of the final plat for address assignment and street name verification. The final plat address sheet should be on an 8½ x 11" , 11 x 14" or 11 x 17" sheet. Not applicable to one-lot subdivision plats.

## MATERIALS TO BE PROVIDED AT A LATER STEP:

There are a number of additional plat-related documents that will be required when you file an application for City Surveyor/City Attorney review, which is a later step. The list of materials below is intended to let you know in advance of the type of materials that will be necessary at that time.

- Performance Bond Document and Itemized Construction Costs - If applicable. Supporting subdivision infrastructure and/or shared infrastructure must be in place or bonded, either to the City's satisfaction, prior to plat recording. If the applicant intends to use a performance bond for the plat, the applicant will need to provide for Public Works Department review and acceptance a project engineer's signed and sealed estimate for all private and public infrastructure elements supporting development.

- Mortgagee Joinder(s) - If applicable. Preferably placed on the plat, or may be a separate instrument joining in the plat and to be recorded at the time of the plat recording. Joinder is to be signed by a corporate officer and either sealed with the corporate seal or witnessed by two witnesses.

- Sealed Resolution of Corporate Board Authority - Resolution that gives the signee the authority to sign on behalf of the corporation. (Not required if Joinder is signed by the chief executive officer. Required if Joinder is signed by an officer who is not the chief executive officer). To be recorded at the time of the plat recording.

- Original Mylar - The original Mylar of the plat will be submitted after DRC review and approval of the subdivision plat. It is required for the City Surveyor review.

## RECORDING FEES:

- Recording Fees - Will be due and payable to the City Clerk once the plat has been approved by the City Commission. Checks for recording fees are to be made payable to the Seminole County Clerk of the Circuit Court.

## PLAT PROJECT MANAGER'S CERTIFICATION OF COMPLIANCE:

I, _____, hereby certify that the materials submitted to the City for review have been reviewed by me and that they conform to this checklist as marked. Furthermore, I understand that the project manager and project surveyor are required to attend all DRC meetings scheduled for this application.

_____

Signature Date

To Be Completed by City Staff:
City Review Completed By: _____ Date: _____