
Section 6
SUBDIVISION PLAN & PLAT REVIEW PROCESS

This section contains information, applications, and checklists related to the subdivision development plan and plat review process in Altamonte Springs.
Refer also to the *Land Development Code*.

City of Altamonte Springs
Developer's Guide

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SECTION 6. SUBDIVISION DEVELOPMENT PLAN & PLAT REVIEW PROCESS.

6.1 SUBDIVISION PLAN/PLAT REVIEW OVERVIEW.

Compliance with provisions of the City's subdivision regulations is required when any parcel of land is to be divided into two (2) or more parcels for the purpose, whether immediate or future, of transfer of the ownership or development. The City's subdivision regulations also apply to any development which creates a new public street and to the re-subdivision of property, and the aggregation of three or more parcels [Refer to LDC Article V, Section 5.1.2, and Article IV, Section 4.3.3.1.1(m)]. All plats shall be tied to the City's established geodetic traverse [Refer to LDC Article V, Section 5.3.2.2(f)].

The subdivision regulations are applicable to all single family residential development projects and multi-family residential, commercial, industrial, recreational, or any other non-residential development project where the subdivision of land, subdivision infrastructure improvements, and plat recording will precede individual site development. Where multi-family residential, commercial, industrial, recreational, or any other non-single family residential site development will occur within a subdivision concurrent with or after plat recording, the developer must adhere to the requirements of the Site Plan Review Process. [Refer to LDC Article V, Section 5.1.2.]

For single family residential development projects, the process shall be as follows:

- 1) preliminary development plan and subdivision plat
- 2) final development plan and subdivision plat

For non-single family residential development projects that involve the subdivision of land, the process shall typically be as follows:

- 1) preliminary site plan and subdivision plat
- 2) final site plan and subdivision plat

[Refer to Section 7 - Site Plan Review Process, and referenced sections of the City's LDC therein, for procedures pertaining to submittal and approval of preliminary and final site plans.]

Where a minor subdivision is proposed, the Growth Management Director with the concurrence of the Public Works Director, may waive preliminary subdivision plan and plat reviews. [Refer to LDC Article V, Section 5.2.1 and Section 5.2.4.]

6.2 HIGHLIGHTS OF IMPROVED PLAT REVIEW PROCEDURES.

All subdivision plans and plats must be submitted to the City's Development Review Committee (DRC) for review. The development review processes adopted in 1996 and 1998 reduces the number of Board approvals required for subdivision plan and plat approval. Under the former process, preliminary subdivision plans and plats within the City's Regional Business Center (RBC) were forwarded to the City's Community Redevelopment Agency (CRA) for review and approval. Preliminary subdivision plans and plats within other activity centers or outside the RBC were reviewed by the City's DRC and forwarded to the Planning Board for approval. Final subdivision plans and plats for all projects were reviewed by the City's DRC and again forwarded to the Planning Board for approval. The new development review process requires that the preliminary subdivision plan and plat be approved by the Planning Board for any site within the municipal limits of Altamonte Springs. If preliminary approval by the Planning Board is obtained, the final subdivision plan for construction and plat is reviewed by the City's DRC to determine if any problems or errors exist and to determine any adverse impact which bear on the public interest. Within thirty (30) days of determination of compliance, a report shall be made by the DRC and the plat shall be presented to the Planning Board for execution by the chairman. The final plat is reviewed by the City Commission for final approval. [Refer to LDC Article V, Section 5.2.3.5.2.]

The new process eliminates multiple board approvals based upon development location and substantially reduces the amount of time in the development approval process. Another advantage is the ability of the owner/developer to simultaneously apply for variances and development waivers associated with the proposed development project with the Planning Board's approval of the preliminary subdivision plan and plat.

There are inherent constraints and deadlines that must be met by the owner/developer or his representative throughout the course of a development project. The City also has time constraints associated with the review and approval of a development project. This revised process is summarized below and depicted on the flowchart that follows. City staff will strive to meet the timeline featured on this flowchart. **In order to provide this service, the City cannot accept incomplete or insufficient information on the application or plan.** It is the responsibility of the customer to ensure that appropriate and complete information is submitted. Please take time to review City requirements and the timeline. Working together, City staff and customers can meet the guidelines which have been established for a streamlined process. An abbreviated summary of the City's development review process for subdivisions follows. [Refer to LDC Article V.]

6.3 SUBDIVISION PLAN AND PLAT REVIEW PROCESS.

6.3.1 Step 1 - Mandatory Pre-application Conference.

Timeframe:	Pre-app conferences need to be scheduled at least two weeks before the first plat submittal.
Submittal:	Completed Request For Pre-Application Conference form and support documents.
Fee:	\$ 0.00
Review Period:	Conference will be scheduled for the next available DRC meeting held on Wednesdays. Conferences are scheduled on a space-available basis and are limited to one (1) hour in length.
Contact:	Administrative Assistant Nanette Harris of Growth Management at 407.571.8150, x8435 for questions.
See Also:	Flowchart for Pre-application and Sufficiency Review Phases, in Section 12 of the Developer's Guide. See Section 2 of the Developer's Guide for additional information about pre-application conferences.

6.3.2 Step 2 - Concurrency Test and Traffic Impacts.

Timeframe:	Concurrency Management System Applications need to be submitted to Growth Management at least one week before the first plan submittal. If a Traffic Impact Analysis (TIA) is required, it must be submitted with the Concurrency application.
Submittal:	Completed Concurrency Management Test Application, and five TIA reports (if TIA required).
Fee:	\$ 100.00 for Concurrency Application. \$ 250.00 for Concurrency Application with a TIA.
Review Period:	Ten to 14 calendar days. If you receive the concurrency results before you submit the first plan submittal, include a copy with your application. If you receive the results after you submit the first plan submittal, a copy will automatically be forwarded to the project file.

Contact: Principal Planner Cathleen Craft with Growth Management at 407.571.8150, x8161, for questions.

See Also: Flowchart for Pre-application and Sufficiency Review Phases, in Section 12 of the Developer's Guide.

See Section 3 of the Developer's Guide for additional information about concurrency tests and traffic impact analysis requirements.

6.3.3 Step 3 - Preliminary Plan and Plat Sufficiency Review.

Note: The plat must be submitted with the corresponding development plan or the site plan, and all resubmissions must include both the plan and the plat.

Submittal:

- Plans - 1 set.
- Drainage Calculations - 1 set.
- Concurrency Test Results (if in possession).
- Letters of Acknowledgment from the Project Engineer, Landscape Architect, and the Surveyor preparing the as-built construction record drawings.
- Proof of Ownership.
- Power of Attorney or Letter of Authorization (if applicable).
- Development Waiver/Variance Application(s) - with Disclosure on Plans (if applicable).
- All items listed in the Subdivision Plan/Plat DRC Review Application Submittal Sufficiency Checklist.
- Completed and signed Submittal Sufficiency Checklist.

Fee: \$ 0.00

Review Period: One (1) working day.

Contact: Principal Planner Jennifer Bryla of Growth Management at 407.571.8150, x8164 to schedule a sufficiency review.

See Also: Flowchart for Pre-application and Sufficiency Review Phases, in Section 12 of the Developer's Guide.

The preliminary plan and plat sufficiency review is required and must be satisfactorily completed prior to the City's acceptance of the preliminary plan application submittal.

6.3.4 Step 4 - Preliminary Plan and Plat Application Submittal.

- Submittal:
- Completed Preliminary Plan Application.
 - Plan and Plat- 7 sets.
 - Drainage Calculations - 2 sets.
 - Concurrency Test Results (if in possession).
 - Letters of Acknowledgment from the Project Engineer, Landscape Architect, and the Surveyor preparing the as-built construction record drawings.
 - Proof of Ownership
 - Power of Attorney or Letter of Authorization (if applicable)
 - Development Waiver/Variance Application(s) - with Disclosure on Plans* (if applicable).
 - All items on the Subdivision Plan/Plat DRC Review Application Submittal Sufficiency Checklist.

* Waiver or variance requests over 15% require a public hearing, which if properly disclosed and noted on the plans submitted for preliminary plan sufficiency review, may be presented concurrently to the Planning Board with preliminary plan and plat for approval. Failure to disclose a waiver or variance may add time to the development review process.

Fee: Refer to the following subsections in Section 4, Land Development Application Fees:

- Subsection (21), Subdivision plat applications.
- Subsection (20), Site Plan, subdivision plan, and other plan application review fees.
- Subsection (26), Variance and waiver applications as part of a site plan or subdivision development plan application.

Review Period: √45 calendar days from submittal to Planning Board hearing. Preliminary plan and plat applications are accepted for review on the first Monday of every month. The plan enters into a 15-calendar day review period, and the project engineer and project surveyor are scheduled for a review conference with the DRC on the 16th day (a Wednesday morning). If the DRC recommends the plan be transmitted to the Planning Board, the applicant will resubmit revised plans within one week for transmittal to the Board. The Planning Board typically meets the second Wednesday of each month.

If the DRC cannot recommend the plan be transmitted to the Planning Board, the application would fall into one of two categories:

- (1) The application requires revision to respond to comments and a formal re-review by the DRC. The applicant may resubmit a revised plan and plat and a resubmittal fee at the beginning of the next application review cycle.
- (2) The application does not meet minimum submittal requirements or is so incorrectly presented that it fails to meet the basic criteria of the code, and is denied by the DRC. The applicant may submit a new preliminary plan and plat application and fee at the beginning of a subsequent application review cycle.

See Also: Flowchart for Preliminary Plan & Plat Review Phase, in Section 12 of the Developer’s Guide.

6.3.5 Preliminary Plan and Plat Review Timeframes.

The review period includes the following steps from preliminary plan application submittal to presentation of staff report to the Planning Board:

<u>Process Step</u>	<u>Time Period (Calendar Days)</u>	<u>Calendar Date</u>
Staff review and evaluation	15 days	Begins 1 st Monday of month
DRC plan review meeting with customer <i>The customer is <u>required</u> to meet with the DRC to discuss the comments and receive a non-binding determination as to approval or denial. Written staff review comments will be distributed to DRC members and the customer. DRC may accept or deny project review by Planning Board based upon non-compliance with City LDC submittal requirements.</i>	1 day	3 rd Wednesday of month
Acceptance of project requires resubmittal of plan (11 sets) one week after the DRC meeting (12:00 Noon deadline)	7 days	4 th Wednesday of month

Denial of project requires a new preliminary plan and plat application submittal.

Staff review of resubmitted plans and drafting of Planning Board staff report	7 days	Begins 4 th Wednesday of month
Transmittal of agenda packet to Planning Board	7 days	1 st Wednesday of following month
Planning Board Hearing <i>The applicant must be present at the Planning Board meeting to answer any questions the Board may have about the proposed project. Any conditions of approval placed on the project by the Planning Board must be reflected on the final site plan if applicable.</i>	1 day	2 nd Wednesday of following month

Refer to the DRC calendar in Developer’s Guide Section 7, Site Plan Review Process, for a listing of submittal deadlines and Planning Board meeting dates.

6.4 FINAL PLAN AND PLAT REVIEW PROCESS.

6.4.1 Step 1 - Pre-application Conference Request.

The pre-application conference for the final plan and plat is discretionary to the City and will be required for complex projects or projects where a substantial amount of time has lapsed since preliminary plan approval.

6.4.2 Step 2 - Final Plan and Plat Sufficiency Review.

The sufficiency review for the final plan and plat is discretionary to the City and will be required for complex projects or projects where a substantial amount of time has lapsed since preliminary plan and plat approval.

6.4.3 Step 3 - Final Plan and Plat Application Submittal.

- Submittal:
- Completed Final Plan and Plat Application.
 - Plans and Plats - 7 sets.
 - All items on the Subdivision Plan/Plat Review Application Submittal Sufficiency Checklist.
 - Completed and signed Submittal Sufficiency Checklist.
 - Updates to any information that may have changed, such as the drainage calculations, concurrency test, waivers/variances*, etc.

* Applications for waiver or variance requests must be submitted if not previously disclosed and submitted with preliminary plan and plat review. An additional fee will be assessed. Development waiver or variance requests over 15% will require a public hearing before the Planning Board and add time to the development review process.

Fee:	Refer to the following subsections in Section 4, Land Development Application Fees: <ul style="list-style-type: none"> -- Subsection (21), Subdivision plat applications. -- Subsection (20), Site Plan, subdivision plan, and other plan application review fees. -- Subsection (26), Variance and waiver applications as part of a site plan or subdivision development plan application.
Review Period:	Final plan and plat submittals are accepted on the first or third Thursday of the month prior to 12:00 Noon and enter into a 12-calendar day review cycle. The project surveyor and project engineer are scheduled for a review conference with the DRC on the 13 th day (a Wednesday morning). Approval of the final plan is customer driven. The plan may be approved by the DRC at its regular meeting when it is determined that the plan satisfactorily meets LDC requirements.
Resubmittals:	Must occur within 60 calendar days (two months) of the last City review, or the application shall expire.
See Also:	Flowchart for Final Plan & Plat and Combined Preliminary/ Final Plan & Plat Review Phase, in Section 12 of the Developer's Guide.

6.5 MINOR PLAT REVIEW PROCESS.

Minor plats are available for property that abuts an existing standard street and no new improvements for water, sewer, or drainage are required, and where the proposed subdivision contains four or fewer commercial lots having common access to existing public roads or seven or fewer residential lots. In such cases, the Growth Management Director with the concurrence of the Public Works Director, may waive preliminary subdivision plan and plat reviews and permit such final plans and plat to be presented for approval.

With commercial development, minor plats generally accompany the project site plan, and are to be submitted concurrently with each site plan submittal.

6.5.1 Step 1 - Mandatory Pre-application Conference.

The pre-app for a minor plat for a commercial project will be included in the project's site plan pre-app.

The pre-app for a minor plat for a residential project without a site plan will follow the pre-app requirements for a preliminary plan and plat.

6.5.2 Step 2 - Concurrency Test and Traffic Impacts.

Not applicable. Concurrency and traffic impacts will be reviewed with the project site plan or permit application.

6.5.3 Step 3 - Minor Plat Sufficiency Review.

The sufficiency review for a minor plat for a commercial project will be held at the same time as project's site plan sufficiency review.

The sufficiency review for a minor plat for a residential project without a site plan will follow the pre-app requirements for a preliminary plan and plat.

Submittal: -- Completed Minor Plat Application.
 -- Minor Plat - 1 set.
 -- Development Waiver/Variance Application(s) - with
 Disclosure on Plans (if applicable).
 -- All items on the Subdivision Plan/Plat Review
 Application Submittal Sufficiency Checklist.
 -- Completed and signed Sufficiency Review Checklist.

Fee: \$ 0.00

Review Period: One (1) working day.

Contact: Principal Planner Jennifer Bryla with Growth Management
 at 407.571.8150, x8164 to schedule a sufficiency review.

The sufficiency review is required and must be satisfactorily completed prior to the City's acceptance of the minor plat application submittal.

6.5.4 Step 4 - Minor Plat Application Submittal.

Submittal: -- Completed Minor Plat Application.
 -- Minor Plat - 7 sets (attached to site plan).
 -- Development Waiver/Variance Application(s) - with
 Disclosure on Plans* (if applicable).
 -- All items on the Subdivision Plan/Plat Review
 Application Submittal Sufficiency Checklist.
 -- Completed and signed Sufficiency Review Checklist.

* Waiver or variance requests over 15% require a public hearing before the Planning Board as part of a Preliminary Plat application. Failure to disclose a waiver or variance may add time to the development review process.

Fee: Refer to the following subsections in Section 4, Land Development Application Fees:

- Subsection (21), Subdivision plat applications.
- Subsection (20), Site Plan, subdivision plan, and other plan application review fees.
- Subsection (26), Variance and waiver applications as part of a site plan or subdivision development plan application.

Review Period: Final plan and plat submittals are accepted on the first or third Thursday of the month prior to 12:00 Noon and enter into a 12-calendar day review cycle. The project surveyor and project engineer are scheduled for a review conference with the DRC on the 13th day (a Wednesday morning). Approval of the final plan is customer driven. The plan may be approved by the DRC at its regular meeting when it is determined that the plan satisfactorily meets LDC requirements.

Resubmittals: Must occur within 60 calendar days (two months) of the last City review, or the application shall expire.

See Also: Flowchart for Final Plan & Plat and Combined Preliminary/Final Plan & Plat Review Phase, in Section 12 of the Developer's Guide.

6.6 CITY SURVEYOR AND CITY ATTORNEY REVIEW PROCESS.

Once the plan and plat have been approved by the Planning Board and DRC, and authorized by the Public Works review for City Surveyor review, the applicant is to apply for City surveyor plat review.

6.6.1 City Surveyor Application Submittal Cycle.

- Submittal:
- Completed City Surveyor Plat Review Application.
 - Completed and signed City Surveyor Plat Review Application Submittal Sufficiency Checklist.
 - All items on the Submittal Sufficiency Checklist.

Fee:	Refer to the following subsection in Section 4, Land Development Application Fees: -- Subsection (21), Subdivision plat applications.
Prerequisite:	The plat application must have been approved by the DRC and specifically authorized for City Surveyor review.
Review Period:	Approx. 30 calendar days. City Surveyor review application submittals are accepted on the first or third Thursday of the month prior to 12:00 Noon and enter into a 30–calendar day review cycle. The project manager and project surveyor are scheduled for a review conference with the DRC approximately four weeks after the submittal deadline (a Wednesday). In order for a plat to pass the City Surveyor review step and proceed on to the City Commission for final approval, the plat and all associated documents must be accepted as adequate by the City Surveyor, City staff, and the City Attorney.
Resubmittals Review Timeframes:	Approx. 21 calendar days for City Surveyor re-reviews.
Resubmittals:	Must occur within 60 calendar days (two months) of the last City review, or the application shall expire.
See Also:	Flowchart for City Surveyor and City Attorney Plat Review Phase, in Section 12 of the Developer’s Guide.

6.7 CITY COMMISSION APPROVAL AND PLAT RECORDING.

Once the plat and all associated documents have been reviewed by the City Surveyor, City staff, and the City Attorney and accepted as adequate and all originals of instruments to be recorded have been provided to the City, Growth Management will transmit the application file to the City Clerk Department for placement on the next available City Commission agenda. The City Clerk must have the complete file at least one week before a scheduled City Commission meeting, and Growth Management requires one week to route the final sign-off, prepare the Commission report, and compile the file documents.

6.7.1 Plat Recording Fees.

The Owner/Developer is required to pay to the City Clerk all fees associated with plat recording. The check for plat recording must be made payable to the

Seminole County Clerk of the Circuit Court. Plat recording costs are calculated as follows:

\$30.00 plat mylar first page
\$15.00 plat mylar each additional page

Copies of recorded plats may be purchased at time of plat recording. Costs for copies are calculated as follows:

\$5.00 blueline copy of plat - each page
\$7.00 Mylar copy of plat - each page

For additional information pertaining to plat recording fees, contact the City Clerk Department at 407.571.8121.

6.7.2 Other Recording Fees.

If separate instruments such as mortgagee joinders or easements are required to be recorded concurrent with plat recordation, fees for those documents must also be provided to the City Clerk. Again, the check for document recording must be made payable to the Seminole County Clerk of the Circuit Court. Document recording costs for each document are calculated as follows:

\$10.00 first letter size page
\$8.50 each additional page
\$0.70 document stamp tax

6.7.3 Recording the Plat.

The City will record the plat once: a) all improvements have been constructed and a Certificate of Completion has been issued by the City Commission; or b) a Performance Bond or other City approved surety has been posted. The plat recording will enable the owner/developer to sell platted lands within the subdivision. [Refer to LDC Article V, Section 5.3.3.3.1.]

6.7.4 Building Construction.

Buildings may be erected concurrent with the Owner/Developer's construction of the required improvements if a performance bond has been posted. However, final approval of occupancy of such buildings shall not be approved, and buildings shall not be occupied, until all of the required improvements have been completed and a Certificate of Completion has been approved by the City Commission [LDC Section 5.6.3].

6.7.5 Corporate Signatures.

Florida Statute 177.081, regarding Dedication and approval of plat, states that all mortgages, having record interest in the lands subdivided, shall execute in the same manner in which deeds are required to be executed.

Florida Statute 692.01, regarding conveyances by corporations, states that any corporation may execute instruments conveying mortgage or affecting any interest in its lands by instruments sealed with the corporate seal and signed by its president, or any vice president or chief executive officer.

In addition, the Fund Title Notes, regarding execution of a deed by a corporation, states that:

1. A deed signed by the president, any vice president, or any other officer who is actually the chief executive officer and sealed with the corporate seal does not need to be witnessed and no proof of authority from the board of directors is required.
2. A deed signed by the president, or other officer who is actually the chief executive officer, with two witnesses but no corporate seal is acceptable without proof of authority from the board of directors. A deed in a current transaction, signed by a vice president with two witnesses but no corporate seal, should have recorded with it a resolution authorizing the vice president to sign deeds, but if such a deed appears back in the chain, such a resolution is not necessary.

Therefore, in order for a corporation to execute the plat, it must be signed by the president or vice president and sealed with the corporate seal; or if not sealed with a corporate seal, then signed by the president or other officer, signed by two witnesses, and with proof of authority, which is a certified copy of the resolution that gives the signee the authority to sign on behalf of the corporation.

6.8 CERTIFICATE OF COMPLETION REQUIREMENTS.

Where property is platted, a Certificate of Completion will be prepared for approval by the City Commission, prior to the City's issuance of any Certificates of Occupancy. In exceptional cases the City may waive the completion requirements and permit limited occupancy for model homes prior to the issuance of a Certificate of Completion in accordance with the City's Land Development Code. [Refer to LDC Sections 5.6.3 and 16.3.1.] The Owner/Developer will be required to submit the following applicable documents to the City's Public Works/Engineering Department to satisfy the City's Certificate of Completion requirements:

Florida Department of Environmental Protection (FDEP) Clearances. FDEP "clearance for service" letters for sanitary sewer (including reclaimed water) and potable water systems must be submitted as required. [Refer to LDC Article XVI, Section 16.3.1(j).]

Stormwater Letter. A copy of the engineer's Certificate of Completion letter to the St. Johns River Water Management District, and any other agencies regulating the project's stormwater system must be submitted as required. [Refer to LDC Article XVI, Section 16.3.1(k).]

As-built Drawings. Three (3) mil sepia mylar as-built drawings shall be submitted for all public and private roadways, utilities, and drainage systems, both on-site and off-site. These drawings shall be based on field surveys and will show all property boundaries, rights-of-way, easements, lot lines, and shall be certified by a Florida state registered/professional land surveyor in accordance with Rule 61G17-6 of the Florida Administrative Code, and shall conform to the requirements as outlined in the City's Land Development Code. [Refer to LDC Article V, Section 16.3.1(d).]

Record Drawings. Three (3) mil black-line or sepia mylar record drawings shall be submitted for projects which will be either publicly or privately maintained. The Project Engineer (engineer of record) shall be responsible for recording record drawing information on a set of City approved plans concurrently with construction progress. This information shall also reflect red-line information furnished by the site contractor. The final record drawings shall conform to the requirements as outlined in the City's Land Development Code. [Refer to LDC Section 16.3.1(c).]

Final Itemized Construction Costs. Final itemized construction costs shall be submitted concurrently with the maintenance bond for review by the City Engineer. A corrected contractor's bid reflecting any additional cost increase or change orders shall be required. All cost documents shall be signed and sealed where appropriate. [LDC Article XVI, Section 16.3.1(f).]

Maintenance Bond. A two (2) year Maintenance Bond, or other City approved form of security, in the amount of ten percent (10%) of the construction cost is required by the City for all infrastructure improvements (e.g., potable water, reclaimed water, sanitary sewer, paving and drainage, etc.) to be conveyed to the City for ownership and maintenance. [Refer to LDC Article XVI, Section 16.3.1(e).]

Final Inspection Results and Test Reports. All applicable final inspection results and test reports are to be forwarded to the City's Public Works Department by the City's Building/Life Safety Division for review with the project's request for a Certificate of Completion. [Refer to LDC Article XVI, Section 16.3.1(a).]

A final inspection shall be performed with the as-built record drawings to determine site and drawing accuracy. [Refer to LDC Article XVI, Section 16.2.1.7(2).]

Additional Inspection and Test Reports. Additional inspection and test reports may be required by the City Engineer when existing facilities are to be conveyed to the City for ownership and maintenance. [Refer to LDC Article V, Section 16.3.1(b).]

Bill of Sale. A bill of sale shall be submitted for all infrastructure improvements (e.g., potable water, reclaimed water, sanitary sewer, paving and drainage, etc.) to be conveyed to the City for ownership and maintenance regardless of whether they are located in City right-of-way, easement or private property. The bill of sale is to be accompanied by a check from the developer equal to the amount of all recording fees. [Refer to LDC Article XVI, Section 16.3.1(g).]

Easements. All easements, exclusive of those recorded by plat, are to be submitted for review by the City Engineer. All easement documents are to be accompanied by a check from the developer equal to the amount of all recording fees. [Refer to LDC Article XVI, Section 16.3.1(h).]

Meter Easement Agreement. Water meters installed on private property require prior approval of the City Engineer. Approval must be evidenced by a "Meter Easement Agreement" document executed by the property owner and the City. When a Meter Easement Agreement is required, it must be executed prior to the City's installation of any meters on private property. All easement documents are to be accompanied by a check from the developer equal to the amount of all recording fees. [Refer to LDC Article XVI, Section 16.3.1(i).]

Surveyor's Letter. A surveyor's letter certifying that permanent reference monuments (PRMs) and control points have been placed as required by Chapter 177 of the Florida Administrative Code, amended, shall be submitted. The surveyor's letter must be signed and sealed. [Refer to LDC Article XVI, Section 16.3.1(l).]

Lift Station Fees. Where a lift station is being dedicated for City ownership and maintenance the following fees must be paid to the City:

Seven thousand dollars (\$7,000.00) for interfacing the lift station to the City's telemetry system.

Three thousand dollars (\$3,000.00) for emergency generator funds to provide backup power during emergencies.

[Refer to LDC Article XVI, Section 16.3.1(m).]

Street Light Deposit. A street light start-up fee, per street light, must be paid to the City. This fee is based upon current adopted City Ordinance. [Refer to Article XVI, Section 16.3.1(n).]

Refer to Developer's Guide Section 11, Building Permit Issuance, Construction, and Project Close-out, and referenced sections of the City's *Land Development Code* therein, for detailed information pertaining to the City's application for project completion process.

6.9 PLATTING PROCESS FLOWCHARTS.

Development process flowcharts are located in Section 12 of the Developer's Guide.