



TOWN OF HILLIARD  
SUBDIVISION APPLICATION  
15859 W CR 108 Hilliard, FL 32046  
Phone: 904-845-3555 | [cs@townofhilliard.com](mailto:cs@townofhilliard.com)

**For Staff Only**

File #: \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_

Payment Processed By: \_\_\_\_\_

## Subdivision Final Plat Application

☐ Major Subdivision – Over 5 Lots - Final Plat

☐ Minor Subdivision – 3-5 Lot - Final Plat

### A. PROJECT

1. Project Name: \_\_\_\_\_
2. Address of Subject Property: \_\_\_\_\_
3. Parcel Number(s): \_\_\_\_\_
4. Existing Use of Property: \_\_\_\_\_
5. Future Land Use Map Designation: \_\_\_\_\_
6. Zoning Designation: \_\_\_\_\_
7. Acreage: \_\_\_\_\_

### B. APPLICANT

1. Applicant's Status: ☐ Owner (title holder) ☐ Agent
2. Name of Applicant(s) or Contact Person(s): \_\_\_\_\_ Title: \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_
3. If the applicant is agent for the property owner\*  
Name of Owner (titleholder): \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**\* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.**



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**C. FINAL PLAT ATTACHMENTS - ATTACHMENTS (One copy: 24" X 36" with 3" left margin and ½" top, bottom, and right margins, one copy reduced to no greater than 11 x 17, plus one copy in PDF format)**

1. A copy of this original application must accompany the submission.
2. Plans, to include but not limited to:
  - i. Name of subdivision shall be shown in bold legible letters, as stated in Chapter 177, Florida Statutes. The name of the subdivision shall be shown on each sheet included and shall have legible lettering of the same size and type including the words "section," "unit," "replat," "amended," etc.
  - ii. Name and address of subdivider.
  - iii. North arrow, graphic scale, and date of plat drawing.
  - iv. Vicinity map.
  - v. Exact boundary line of the tract, determined by a field survey, giving distances to the nearest one-hundredth foot and angles to the nearest minute, shall be balanced and closed with an apparent error of closure not to exceed one in 5,000.
  - vi. Legal description of the property to be subdivided.
  - vii. Names of owners of adjoining lands with their approximate acreage or, if developed, names of abutting subdivisions.
  - viii. Location of streams, lakes and swamps, and land subject to the 100-year flood as defined by the Federal Emergency Management Agency, official flood maps.
  - ix. Bearing and distance to permanent points on the nearest existing street lines of bench marks or other permanent monuments (not less than three (3)) shall be accurately described on the plat.
  - x. Municipal lines shall be accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.
  - xi. The closest land lot corner shall be accurately tied to the lines of the subdivision by distance and angles.
  - xii. Location, dimensions, and purposes of any land reserved or dedicated for public use.
  - xiii. Exact locations, width, and names of all streets within and immediately adjoining the proposed subdivision.
  - xiv. Street right-of-way lines must show deflection angles of intersection, radii, and lines of tangents.
  - xv. Lot lines, dimensions, and bearings must be shown to the nearest one hundredth (1/100) foot.
  - xvi. Lots must be numbered in numerical order and blocks lettered alphabetically.
  - xvii. Accurate location and description of monuments and markers.
  - xviii. Minimum building setback lines as required by the Land Development Regulations as determined by the property's zoning.
  - xix. Reference to recorded subdivision plats of adjoining platted land shall be shown by recorded names, plat book, and page number.
  - xx. Covenants and restrictions notice in accordance with Chapter 177.091(28), Florida Statutes. Town of Hilliard 15859 C.R. 108 Hilliard, FL 32046 (904) 845-3555 Page 4 of 4 8/18/2021
  - xxi. Dedication to the public by the owners of the land involved of all streets, drainage easements, and other rights-of-way however designated and shown on the plat for perpetual use for public purposes, including vehicular access rights where required. If the property is encumbered by a mortgage, the owner of the mortgage shall join in the dedication or in some other manner subordinate the mortgagee's interest to the dedication of public right-of-way.
  - xxii. Certification that all payable taxes have been paid and all tax sales against the land redeemed.
  - xxiii. Title certification as required by Chapter 177, Florida Statutes.
3. Legal description with tax parcel number.
4. Warranty Deed or other proof of ownership.
5. Proof of payment of taxes.
6. Permit or Letter of Exemption from the St. Johns River Water Management District or the Florida Department of Environmental Regulations



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**D. Fee.**

1. Major Subdivision – Greater than 5 lots: \$1,000.00
2. Minor Subdivision – 3 to 5 lots: \$750.00

The Applicant is responsible for paying a \$1,000.00 deposit at the time of submittal.

*No application shall be accepted for processing until the required application fee is paid in full.*

**All attachments are required for a complete application. A completeness review of the application will be conducted within ten (10) business days of receipt. If the application is determined to be incomplete, the applicant will be required to provide the needed documents prior to approval of work. Work prior to approval will result in a Code Enforcement Violation.**

**I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-applicant

\_\_\_\_\_  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing application is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, who is/are personally known to me, or who has/have produced \_\_\_\_\_ as identification.

NOTARY SEAL

\_\_\_\_\_  
Signature of Notary Public, State of \_\_\_\_\_