



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

For Staff Only

File #: _____

Application Fee: \$ _____

Payment Processed By: _____

Subdivision Preliminary Plat Application

☐ Major Subdivision (Over 5 Lots) - Preliminary Plat

☐ Minor Subdivision (3-5 Lots) - Preliminary 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. ATTACHMENTS

PRELIMINARY PLAT 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. Plans, including but not limited to:
 - i. Scale: at least 1" = 200'.
 - ii. Proposed Name of Subdivision.
 - iii. Name, address, and telephone number of the subdivider and agent of the subdivider.
 - iv. Name, address, telephone number and registration number of the surveyor or engineer.
 - v. Date of boundary survey, north arrow, graphic scale, date of plat drawing, and space for revision dates.
 - vi. Vicinity map.
 - vii. Total acreage of lots and total number of lots.
 - viii. Legal description of property to be subdivided.
 - ix. Names of owners of adjoining land with their approximate acreage or, if developed, names of abutting subdivisions.
 - x. Preliminary layout including streets and easements with dimensions, lot lines with approximate dimensions, land to be reserved or dedicated for public or common uses, and any land to be used for purposes other than single-family dwellings.
 - xi. Block letters and lot numbers, lot lines, and scaled dimensions.
 - xii. Zoning district boundaries on abutting properties.
 - xiii. Proposed method of water supply, sewage disposal, and drainage, and electric service.
 - xiv. Minimum building setback lines as required by the Land Development Regulations.
 - xv. Natural features, including lakes, marshes or swamps, water courses, wooded areas, and land subject to the 100year flood as defined by FEMA official flood maps.
 - xvi. Surface drainage and direction of flow and method of disposition and retention indicated.
 - xvii. Tree survey.
2. Existing and/or proposed covenants and restrictions.
3. Stormwater management plan - including the following:
 - i. Existing contours at one (1) foot intervals.
 - ii. Proposed finished floor elevation of each building site.
 - iii. Existing and proposed stormwater management facilities with size and grades.
 - iv. Proposed orderly disposal of surface water runoff.
 - v. Centerline elevations along adjacent streets.
4. Legal description with tax parcel number.
5. Warranty Deed or other proof of ownership.
6. Proof of payment of taxes.
7. Permit or Letter of Exemption from the St. Johns River Water Management District.
8. Concurrency Application (School Impact) (if not previously filled out)



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D. Fees

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 _____