



Town of Hilliard Subdivision Application

FOR OFFICE USE ONLY	
File # _____	
Application Fee: _____	
Filing Date: _____	Acceptance Date: _____

- Major Subdivision – Over 5 Lots
 Preliminary Plat Final Plat
- Minor Subdivision - 3 to 5 Lot
 Preliminary Plat Final Plat

A. PROJECT

- Project Name: _____
- Address of Subject Property: _____
- Parcel ID Number(s): _____
- Existing Use of Property: _____
- Future Land Use Map Designation: _____
- Zoning Designation: _____
- Acreage: _____

B. APPLICANT

- Applicant's Status Owner (title holder) Agent
- Name of Applicant(s) or Contact Person(s): _____ Title: _____
Company (if applicable): _____
Mailing address: _____
City: _____ State: _____ ZIP: _____
Telephone: (____) _____ FAX: (____) _____ e-mail: _____
- If the applicant is agent for the property owner*:
Name of Owner (title holder): _____
Company (if applicable): _____
Mailing address: _____
City: _____ State: _____ ZIP: _____
Telephone: (____) _____ FAX: (____) _____ e-mail: _____

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

C. ATTACHMENTS

PRELIMINARY PLAT ATTACHMENTS (One copy: 24" X 36" with 3" left margin and 1/2" 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:
 - a. Scale: at least 1" = 200'.
 - b. Proposed Name of Subdivision.
 - c. Name, address, and telephone number of the subdivider and agent of the subdivider.
 - d. Name, address, telephone number and registration number of the surveyor or engineer.
 - e. Date of boundary survey, north arrow, graphic scale, date of plat drawing, and space for revision dates. f. Vicinity map.
 - g. Total acreage of lots and total number of lots.
 - h. Legal description of property to be subdivided.
 - i. Names of owners of adjoining land with their approximate acreage or, if developed, names of abutting subdivisions.
 - j. 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.
 - k. Block letters and lot numbers, lot lines, and scaled dimensions.
 - l. Zoning district boundaries on abutting properties.
 - m. Proposed method of water supply, sewage disposal, and drainage, and electric service.
 - n. Minimum building setback lines as required by the Land Development Regulations.
 - o. 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.
 - p. Surface drainage and direction of flow and method of disposition and retention indicated. q. Tree survey.
2. Existing and/or proposed covenants and restrictions.
3. Stormwater management plan - including the following:
 - a. Existing contours at one (1) foot intervals.
 - b. Proposed finished floor elevation of each building site.
 - c. Existing and proposed stormwater management facilities with size and grades.
 - d. Proposed orderly disposal of surface water runoff.
 - e. 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

Fee.

- a. Major Subdivision – More than 5 lots: \$500 plus \$20 per lot
 - i. Minor Subdivision – 3 to 5 lots: \$300

No application shall be accepted for processing until the required application fee and a \$1,000 refundable deposit for consultant reviews is paid by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

All 9 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 application will be returned to the applicant.

Within twelve (12) months of the approval of the Subdivision Preliminary Plat, Construction Plans must be reviewed

Within six (6) months of the approval of Construction Plans, the applicant must submit an application for Final Plat for review.

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:
 - a. 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.
 - b. Name and address of subdivider.
 - c. North arrow, graphic scale, and date of plat drawing.
 - d. Vicinity map.
 - e. 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.
 - f. Legal description of the property to be subdivided.
 - g. Names of owners of adjoining lands with their approximate acreage or, if developed, names of abutting subdivisions.
 - h. 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.
 - i. 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.
 - j. 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.
 - k. The closest land lot corner shall be accurately tied to the lines of the subdivision by distance and angles.
 - l. Location, dimensions, and purposes of any land reserved or dedicated for public use.
 - m. Exact locations, width, and names of all streets within and immediately adjoining the proposed subdivision.
 - n. Street right-of-way lines must show deflection angles of intersection, radii, and lines of tangents.
 - o. Lot lines, dimensions, and bearings must be shown to the nearest one hundredth (1/100) foot.
 - p. Lots must be numbered in numerical order and blocks lettered alphabetically.
 - q. Accurate location and description of monuments and markers.

- r. Minimum building front yard setback lines as required by the Land Development Regulations as determined by the property's zoning.
 - s. Reference to recorded subdivision plats of adjoining platted land shall be shown by recorded names, plat book, and page number.
 - t. Covenants and restrictions notice in accordance with Chapter 177.091(28), Florida Statutes.
 - u. 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.
 - v. Certification that all payable taxes have been paid and all tax sales against the land redeemed.
 - w. 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.
 7. Fee.
 - a. Major Subdivision – More than 5 lots: \$500 plus \$20 per lot
 - b. Minor Subdivision – 3 to 5 lots: \$300

No application shall be accepted for processing until the required application fee and a \$1,000 refundable deposit is paid by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

All 7 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 application will be returned to the applicant.

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 _____
 Town of Hilliard 15859 C.R. 108 Hilliard, FL 32046 (904) 845-3555