



**SUBDIVISION/PLAT APPLICATION**

<b>Date Received:</b>	<b>File #:</b>
<b>Application Fee:</b> ___ \$500.00 + Actual Costs of 3 <sup>rd</sup> Party Plat Certification* (Fee to be determined upon submittal)	

<b>Office use only:</b>					
Ad Date	DRC	Planning	City Council		

<input type="checkbox"/> <b>Pre-application and Preliminary Plat</b>	<input type="checkbox"/> <b>Final Plat Approval:</b>
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**Application and all pertinent required data (listed below) MUST be submitted with this application**

<input type="checkbox"/> ORIGINAL application with Signed & Notarized Subdivision Application and/or Affidavit Authorization for Agent (if applicable) <input type="checkbox"/> A copy of the deed or other evidence of ownership <input type="checkbox"/> Date applicant met with a representative of the Urban Design Staff prior to the submission of application? _____ <input type="checkbox"/> An explanation of the proposed project, site plan showing building footprints, parking and traffic circulation areas, water and sewer connection locations, and landscaping (if applicable). <input type="checkbox"/> Digital Text file of metes and bounds description of Property (include square miles & acreage) <input type="checkbox"/> Copy of covenants (if applicable) <input type="checkbox"/> One (1) Mylar and three (3) Signed & Sealed copies of the Subdivision/Replat (required upon final approval) <input type="checkbox"/> School Concurrency Availability Determination Letter (SCADL) from Charlotte County Public School District indicating sufficient capacity exist (Submit directly to School Board) (Must attach copy of application and/or letter – Final Approval will only be made once final letter is submitted)	<input type="checkbox"/> Signed and sealed boundary survey, completed no more than 12 months prior to the application that accurately shows the current condition of the property to include all existing streets, watercourses, natural feature, vegetation and topography and exact location of all buildings and structures. <input type="checkbox"/> Survey MUST show ALL Easements, Dedications & Improvements <input type="checkbox"/> Survey must have a metes and bounds description of the property showing water and sewer main locations and fire hydrant locations <input type="checkbox"/> Boundary survey of platted lands <input type="checkbox"/> Date of Survey: _____ <input type="checkbox"/> Total Acreage of Property _____ <input type="checkbox"/> Square Footage _____ <input type="checkbox"/> Title of Opinion by an attorney at law licensed in Florida or a title company showing the following: <ul style="list-style-type: none"> <li>• The record title to the land described and shown on the plat is in the name of the person, persons, corporation, or entity executing the dedication</li> <li>• All mortgages not satisfied or released of records nor otherwise terminated by law</li> </ul>
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**In addition to the original application a CD/DVD of ALL supporting documentation needs to be submitted in a separate PDF, appropriately identified by name.**

**Information to Be Submitted with Application** - In order that this application be processed in a timely fashion, the correct and complete information is necessary. It is suggested that the applicant bring the application to the Zoning & Code Compliance Division, 126 Harvey St., Punta Gorda, Florida 33950, where it can be reviewed by the staff prior to filing.

The Zoning & Code Compliance Division accepts no responsibility for the completeness or accuracy of the application. Errors in the filed application may result in delays with respect to required public hearings. All data and exhibits submitted in connection with the filing of this application become a permanent part of the public record

**IMPORTANT:** The applicant or his representative **MUST** be present at the hearing. There will be a fee of \$500.00 for a Voluntary Continuance (a request by the applicant to continue a petition before the appropriate board or council, or by the failure of the applicant to attend or be represented at the appropriate meeting).

**NOTE:** A subdivision approval by City Council and Development Review Committee (DRC), will authorize the contractor to begin clearing and infrastructure improvements of roads, water and sewer.

All sediment barriers must be in place before any clearing, filling or excavation activity begins and must be maintained until the project has a Certificate of Occupancy.

\*State Statute requires a third party certification for preliminary and final subdivision /plat proposals. The City will contract with a third party surveyor to insure survey data complies with all the requirements of Chapter 177, part 1, Florida Statue and meets the M.T.S. set forth in Chapter 61G17-6, FCA. The applicant is responsible for any costs associated with certification.

## SUBDIVISION/PLAT APPLICATION

<b>Date Received:</b>		<b>File #:</b>			
<b>Application Fee:    _ \$500.00 + Actual Costs of 3<sup>rd</sup> Party Plat Certification (Fee to be determined upon submittal)</b>					
<b>1. Name of Proposed Subdivision</b>					
<b>2. Applicant</b>					
Name:					
Address:		City:	State:	Zip:	
Phone:		Email address			
<b>3. Owner(s) of Record</b>					
Name:					
Address:		City:	State:	Zip:	
Phone:		Email address			
<b>4. Authorized Agent – (if applicable – Property Owner must sign AGENT Affidavit below)</b>					
Name:					
Address:		City:	State:	Zip:	
Phone:		Email address			
<b>5. Land Surveyor</b>					
Name:					
Address:		City:	State:	Zip:	
Phone:		Email address			
<b>6. Engineer</b>					
Name:					
Address:		City:	State:	Zip:	
Phone:		Email address			
<b>7. Attorney</b>					
Name:					
Address:		City:	State:	Zip:	
Phone:		Email address			
<b>8. Who is responsible for the subdivision/plat design?</b>					
<b>9. Who is responsible for the design of public improvements?</b>					
Any person or entity holding real property in the form of a partnership, limited partnership, corporation, trust, or in any form of representative capacity whatsoever for others, shall in this application disclose the name and address of every person having a beneficial interest in the real property however small or minimal (provide copy of deed or other evidence of ownership).					
<b>10. Legal Description of Property (Attach separate sheet if necessary)</b>					
<b>**Note: A digital TEXT file of metes and bounds description of property MUST be submitted on a CD/DVD***</b>					

How many lots are included in this plat?					
Parcel ID /Account # <small>(use additional page if necessary)</small>	Lot #	Block#	Section	Total Sq. Feet	Total Acres
<b>11. FEATURES</b>					
<b>A. Are there any structures located on the property?</b>			<input type="checkbox"/> Yes (explain below) <input type="checkbox"/> No		
<b>B. Do any of the following exist? (check all that apply &amp; explain below)</b>					
<input type="checkbox"/> Existing easements <input type="checkbox"/> Burial grounds <input type="checkbox"/> Railroad rights-of-way <input type="checkbox"/> Watercourses <input type="checkbox"/> Existing wooded areas					
<b>C. List the names of all existing or platted streets of other public ways within or immediately adjacent to the tract</b>					
<b>D. List the current land use within five hundred (500) feet of the proposed subdivision</b>					
North	South	East	West		
<b>E. Any of the following natural features (check all that apply &amp; Explain below)</b>					
<input type="checkbox"/> Lakes <input type="checkbox"/> Marshes <input type="checkbox"/> Swamps <input type="checkbox"/> watercourses <input type="checkbox"/> Flood-prone areas					
<b>F. Existing Soil Type</b>					
<b>G. Approximate location, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public use, or for the use of property owners in the proposed subdivision</b>					
<b>12. Type of Proposed Development</b>					
<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Mobile Home <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other _____					
<b>Existing Zoning</b>		<b>Number of Lots</b>			
<b>Minimum Lot Size</b>		<b>Square Feet</b>			
<b>Minimum Lot Width</b>		<b>Square Feet</b>			
<b>13. Will the proposed development require any rezoning</b>			<input type="checkbox"/> Yes (explain below) <input type="checkbox"/> No		

Existing Zoning		Proposed Zoning	
14. Have any hearings been held regarding any portion of the property?			<input type="checkbox"/> Yes (explain below) <input type="checkbox"/> No
15. Is a variance anticipated or requested for the subdivision?			<input type="checkbox"/> Yes (explain below) <input type="checkbox"/> No
16. Is the proposed subdivision located within a flood hazard zone established by HUD?			<input type="checkbox"/> Yes (explain below) <input type="checkbox"/> No
17. What is the proposed minimum elevation of road crown, and of the lots?			
Road		Lot(s)	Feet above mean sea level
Existing elevation ranges from an average low of			Feet above mean sea level
To an average high of			Feet above mean sea level
18. Please explain what type of sanitary water and sewer facilities is proposed (must attain letter from Utility Company stating availability of services)			
19. The rights-of-way for this proposed subdivision are to be			
<input type="checkbox"/> Dedicated <input type="checkbox"/> Private <input type="checkbox"/> Paved to City Specifications			
20. Describe the existing vegetation found on the property			
21. Do any natural bodies of water exist on the property			<input type="checkbox"/> Yes (describe & state if it is tidal) <input type="checkbox"/> No
22. Is any excavation in any form proposed?			<input type="checkbox"/> Yes (indicate type – canals, lake, etc) <input type="checkbox"/> No
23. Will the resultant water be		<input type="checkbox"/> Fresh <input type="checkbox"/> Brackish <input type="checkbox"/> Salt	
If fresh, has applicant provided for control of aquatic weeds? <input type="checkbox"/> Yes (explain below) <input type="checkbox"/> No			
24. Is the proposed subdivision to be developed in phases ?			<input type="checkbox"/> Yes (explain below) <input type="checkbox"/> No
25. Is the proposed subdivision to be developed prior to the filing of the final plat?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, is it the desire of the developer to post a bond acceptable to the City of Punta Gorda under conditions of the Punta Gorda Subdivision Regulations?			<input type="checkbox"/> Yes <input type="checkbox"/> No

I, the undersigned, being first duly sworn, testify and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner(s) of all of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary material attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the hearing can be advertised, and that I am authorized to sign the application by the owner or owners.

**NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT**

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of \_\_\_\_\_, 20 \_\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
My commission Expires

(Seal)

**AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)**

I/We \_\_\_\_\_, property owner(s), hereby authorize \_\_\_\_\_ to act as **Agent** on our behalf regarding a SUBDIVISION/PLAT APPLICATION on the property commonly known as \_\_\_\_\_ in Punta Gorda, Florida.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of \_\_\_\_\_, 20 \_\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
My commission Expires

(Seal)

**SAMPLE SUBDIVISION**

**1. Place for Plat Book & Page Number**

**2. Title of Subdivision**

- **A SUBDIVISION LYING IN SECTION \*\*, TOWNSHIP \*\*, RANGE \*\*  
CITY OF PUNTA GORDA, CHARLOTTE COUNTY, FLORIDA**

**3. LEGAL DESCRIPTION**

**4. DEVELOPER'S ACKNOWLEDGEMENT AND DEDICATION**

- Know all men by these presents that\*\*\*, as owner of the herein described lands, has caused this plat of \*\* to be made and that the easements as shown on the attached plat together with all improvements thereon are hereby dedicated to the perpetual use of the public for proper purposes reserving unto themselves, their heirs or assigns, the reversion or reversions thereof whenever discontinued by law, and that the easements as shown are granted and reserved for the installation and maintenance of public utilities, drainage facilities and cable television. The owner further dedicated the Easements and Agreements contained in the Declaration of Easements (with Covenants and Restrictions Affecting Land) as recorded in Official Records Book\*\*, Pages\*\*, through \*\*, instrument# \*\*, recorded \*\*\* for the purpose of Access, Parking, Utility, Drainage and Entry.  
In witness whereof, we have caused these presents to be signed on this\_ day of\_, 20\_.

By: \_\_\_\_\_ Witness                      Witness

**5. ACKNOWLEDGEMENT**

**6. SURVEYOR'S NOTES:**

**7. VICINITY MAP**

**8. APPROVAL OF CLERK OF COURT**

I, the undersigned, hereby certify that this plat has been examined and that it conforms with the requirements of the Florida Statutes pertaining to maps and plats, and has been recorded in Plat Book\_, Pages \_\_ through \_\_, of the Public Records of Charlotte County, Florida this \_ day of \_ ,20\_.

APPROVAL: \_\_\_\_\_  
\*\*\*\*, Clerk of Court,  
Charlotte County Florida

**9. CERTIFICATE OF APPROVAL OF URBAN DESIGN**

It is hereby certified that this plat has been approved by the Planning Commission of the City of Punta Gorda, Florida This \_\_ day of \_ , 20\_.

APPROVAL: \_\_\_\_\_  
\*\*\*\*, Urban Design Manager

**10. PLAT APPROVAL**

This plat has been reviewed in accordance with Florida Statutes, Section 177.081 for Chapter conformity. The geometric data has not been verified.

Reviewed by: \_\_\_\_\_  
Florida Professional Surveyor and Mapper, License# \_\_\_\_\_

**11. APPROVAL OF CITY**

It is hereby certified that this plat has been officially approved by the City Council of Punta Gorda, Florida. This day of , 20\_.

APPROVAL: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
\*\*\*\*, Mayor                      \*\*\*\*, City Clerk

**12. CERTIFICATE OF SURVEYOR**

I hereby certify that the attached plat of \*\*\* is a true and correct representation of the herein described lands according to a recent survey made and platted under my direction and supervision and that the survey data complies with all the requirements of Chapter 177, part 1, Florida Statue and meets the M.T.S. set forth in Chapter 61G17-6, FCA. I further certify that the permanent reference monuments (P .R.M. 's) have been placed at the locations shown on this plat. The lot comers were set on \*\*\*.

Name  
Florida Registered  
Land Surveyor# \*\*\*  
Company & License #

**Title of Subdivision**  
**A SUBDIVISION LYING IN SECTION 28, TOWNSHIP 41 SOUTH, RANGE 23 EAST**  
**CITY OF PUNTA GORDA, CHARLOTTE COUNTY, FLORIDA**

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**ACKNOWLEDGEMENT AND RECEIPT**  
 I, the undersigned, Notary Public, State of Florida, do hereby certify that on this 19th day of August, 2010, before me, the undersigned, appeared the undersigned, Notary Public, State of Florida, and they acknowledged to me that they executed the foregoing instrument as the City of Punta Gorda, Florida, and the instrument is in full compliance with the laws of the State of Florida. My commission expires on August 15, 2012.

**COMMISSION EXPIRES** \_\_\_\_\_  
 Notary Public, State of Florida

**RECORDS SECTION**  
 This instrument has been recorded in the Public Records Office of the City of Punta Gorda, Florida, on the 19th day of August, 2010. The recording fee is \$100.00.

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Florida's Harborside Hometown