



Board of County Commissioners

DEPARTMENT OF GROWTH
MANAGEMENT
LAND DEVELOPMENT
DIVISION

3600 W. Sovereign Path, Suite 140
Lecanto, FL 34461

Telephone: (352) 527-5239 Fax (352) 527-5428
Toll Free (352) 489-2120 TTY (352) 527-5312
Web Address: www.citrusbocc.com

PRELIMINARY/FINAL PLAT APPLICATION

Application No.: _____ Date: _____

* Agent for Petitioner.

Applicant*

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Home No.: _____ Cell No.: _____
Work No.: _____ Fax No.: _____
Email: _____

Petitioner(s)

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Home No.: _____ Cell No.: _____
Work No.: _____ Fax No.: _____
Email: _____

Property Description: Section: _____ Township: _____ South Range: _____ East
Legal Description: _____
Subdivision: _____ Lot(s): _____ Block/Parcel: _____
Alternate Key #: _____ Parcel ID: _____

Attach Proof of Ownership

Date of Boundary Survey: _____ Revision Dates (if any): _____
Total Acreage of Subdivision: _____ Developed Density @: _____ DU/Acre
Future Land Use Designation: _____ County Road: _____
Total Number of Proposed Lots: _____ Total Number of Proposed Parcels: _____

Approximate Number and Acreage of:

Single-family Parcels: _____ # _____ Acres± Multi-family Parcels: _____ # _____ Acres ±

General Location: _____

Variances that will be requested (if any):

- (1) _____
- (2) _____
- (3) _____

List tract numbers and approximate area for the following to be provided by the plat:

	<u>TRACT #</u>	<u>ACRES ±</u>
Sewer Plant and Treatment Areas	_____	_____
Water and Well Sites	_____	_____
Stormwater Retention	_____	_____

If the applicant is other than the owner, a letter of authorization is required from the owner of the property to be subdivided.

Date: _____
Time: _____
Initials: _____

For Staff Use Only

ATF: _____
QTR: _____
LUD: _____

FOR FINAL PLAT ONLY:



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Phone Company: _____
Water Provider: _____
Gas Provider: _____

Cable TV: _____
Sewer Provider: _____

Electric Service: _____
Mosquito Control: _____

I DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN AND THE ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature: _____

STATE OF FLORIDA
COUNTY OF CITRUS

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared _____, who is personally known to me or provided _____ as identification and who did not take an oath.

WITNESS my hand and official seal this _____ day of _____, _____.

Printed Name Seal

Notary Public - State of Florida



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CHECK LIST FOR PRELIMINARY SUBDIVISION PLAT

GENERAL REQUIREMENTS

- Seven copies of the preliminary plat
- Three copies of a boundary survey
- Two copies of a recent topographic survey (overlaid on a boundary survey)
- Verification of ownership
- Letter of authorization from the property owner(s)
- Letter of transmittal to School Board
- Letter of transmittal to adjacent municipality (if within one mile)
- Filing fee as required by Resolution (make checks payable to: Board of County Commissioners)

YES NO N/A GENERAL REQUIREMENTS – COVER SHEET ONLY

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | 1. Location map |
| _____ | _____ | _____ | a. Stated graphic scale |
| _____ | _____ | _____ | b. Position in and relationship to section(s) |
| _____ | _____ | _____ | c. Township(s) and range(s) |
| _____ | _____ | _____ | d. Principle roads |
| _____ | _____ | _____ | e. City limits (if applicable) |
| _____ | _____ | _____ | 2. Area of the tract and number of lots |

GENERAL REQUIREMENTS – ALL SHEETS

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | 3. Title Block |
| _____ | _____ | _____ | a. Subdivision name |
| _____ | _____ | _____ | b. Stated graphic scale |
| _____ | _____ | _____ | d. North arrow |
| _____ | _____ | _____ | e. Surveyors name |
| _____ | _____ | _____ | f. Date |
| _____ | _____ | _____ | g. Revision date(s) (if any) |
| _____ | _____ | _____ | 4. Sheet size 24" x 36" |
| _____ | _____ | _____ | 5. Margin: 1" except left side where 2" is required |
| _____ | _____ | _____ | 6. Sequential cross-referenced numbering (e.g., sheet 1 of 4) |
| _____ | _____ | _____ | 7. Notes explaining abbreviations |
| _____ | _____ | _____ | 8. Name and address of the owner(s) |
| _____ | _____ | _____ | 9. Surveyor's original signature and seal |
| _____ | _____ | _____ | 10. Engineer's original signature and seal |
| _____ | _____ | _____ | 11. Name, address and telephone number of individual responsible for the preparation of the drawing(s) |
| _____ | _____ | _____ | 12. Certification that the proposed improvements will be designed in conformance with the requirements of the Land Development Code |
| _____ | _____ | _____ | 13. Lots |
| _____ | _____ | _____ | a. Size/dimension |
| _____ | _____ | _____ | b. Lot(s) or tract(s) – numbering consecutively |
| _____ | _____ | _____ | c. Block(s) – numbering consecutively |
| _____ | _____ | _____ | d. Building lines |
| _____ | _____ | _____ | 14. Right-of-way |
| _____ | _____ | _____ | a. Width |
| _____ | _____ | _____ | b. Location |



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- c. Street names (existing and proposed)
- d. Easements



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CHECK LIST FOR PRELIMINARY SUBDIVISION PLAT - continued

<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>GENERAL REQUIREMENTS – ALL SHEETS - continued</u>
_____	_____	_____	15. Special reservations (parks, schools, churches, open space, residential and commercial) both within the subdivision and adjacent thereto
_____	_____	_____	16. Amount of land devoted to the various land uses within the subdivision
_____	_____	_____	17. Location of any underground or overhead utilities, culverts, and drains on the property and within the subdivision and adjacent thereto
_____	_____	_____	18. 100-year flood elevation with limits for the proposed subdivision
_____	_____	_____	19. Minimum required habitable floor elevations
_____	_____	_____	20. A plat or aerial photograph indicating all types, sizes, and number of trees to be removed together with a preliminary tree protection plan.
_____	_____	_____	21. Utilities
_____	_____	_____	22. Surface drainage plan
_____	_____	_____	23. Surface waterbodies within the proposed subdivision
_____	_____	_____	a. Lakes
_____	_____	_____	b. Canals
_____	_____	_____	c. Normal water elevation
_____	_____	_____	d. Drainage areas for each
_____	_____	_____	e. Vegetative communities within wetlands
_____	_____	_____	24. Variance request (if applicable)
_____	_____	_____	25. A printed or digital copy of a mathematical closure report
_____	_____	_____	26. A digital ACAD copy of the plat (DWG)

ADDITIONAL COMMENTS OR REQUIREMENTS:

CHECKED IN BY: _____ DATE: _____

FOR STAFF USE ONLY:

YES	NO	N/A	Biological Survey (LDC 3560.) 5 AC+
YES	NO	N/A	Modification of Development Plan (LDC 4304.)
YES	NO	N/A	Sidewalks (to be shown on Improvement Plans) (LDC 7160.) – on collector or arterial roads
YES	NO	N/A	Traffic Analysis for determining auxiliary lanes (LDC 7190.)



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CHECK LIST FOR FINAL SUBDIVISION PLAT

GENERAL REQUIREMENTS

- Nine copies of the final plat
- Filing fee as required by Resolution (make checks payable to: Board of County Commissioners)

YES NO N/A GENERAL REQUIREMENTS – ALL SHEETS

<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>GENERAL REQUIREMENTS – ALL SHEETS</u>
_____	_____	_____	1. Title Page
_____	_____	_____	a. Subdivision name
_____	_____	_____	b. Attorney’s opinion of title or title company certificate
_____	_____	_____	c. Notary acknowledgment
_____	_____	_____	d. Developer’s acknowledgment and dedication
_____	_____	_____	e. Consent of mortgagee
_____	_____	_____	f. Signature lines for officials
_____	_____	_____	g. Surveyor’s original signature and seal
_____	_____	_____	h. Engineer’s original signature and seal
_____	_____	_____	2. Stated graphic scale – plat
_____	_____	_____	3. North arrow
_____	_____	_____	4. Surveyor’s name
_____	_____	_____	5. Date
_____	_____	_____	6. Sheet size: 24” x 36”
_____	_____	_____	7. Margin: 1” except left side where 3” is required
_____	_____	_____	8. Sequential cross-referenced numbering (e.g., Sheet 1 of 4)
_____	_____	_____	9. Index sheet
_____	_____	_____	10. Notes explaining abbreviations
_____	_____	_____	11. Lettering (minimum: 1/8”)
_____	_____	_____	12. Location map
_____	_____	_____	a. Stated graphic scale
_____	_____	_____	b. Position in and relationship to section(s)
_____	_____	_____	c. Township(s) and range(s)
_____	_____	_____	d. Principal roads
_____	_____	_____	e. City limits (if applicable)
_____	_____	_____	13. Legal description – metes and bounds

OTHER SPECIFIC REQUIREMENTS WITHIN THE SUBDIVISION

_____	_____	_____	14. Lots
_____	_____	_____	a. Size/dimension
_____	_____	_____	b. Lot(s) or tract(s) – numbered consecutively
_____	_____	_____	c. Block(s) – numbered consecutively
_____	_____	_____	15. Right-of-way
_____	_____	_____	a. Width
_____	_____	_____	b. Location
_____	_____	_____	16. Existing easements
_____	_____	_____	17. Proposed easements or rights-of-way
_____	_____	_____	a. Drainage – 30 feet
_____	_____	_____	b. Utilities – 16 feet
_____	_____	_____	18. Proposed special reservations (as applicable)
_____	_____	_____	a. Potable water well site



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- b. Sewer plant and treatment site(s)
- c. Drainage area(s) or notation



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CHECK LIST FOR FINAL SUBDIVISION PLAT - continued

OTHER SPECIFIC REQUIREMENTS WITHIN THE SUBDIVISION – cont.

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
_____	_____	_____	19. Proposed open space(s)
_____	_____	_____	20. Recreation area(s)
_____	_____	_____	21. Street name(s)
_____	_____	_____	22. Flood plain limits with flood elevation or note if not in a flood hazard area
_____	_____	_____	23. Dimensions of perimeter of proposed subdivision
_____	_____	_____	24. Relationship to any water(s) edge (all bodies of water)
_____	_____	_____	25. Jurisdictional line

OTHER REQUIREMENTS AFFECTING THE SUBDIVISION

_____	_____	_____	26. Certification of ownership
_____	_____	_____	27. Approval of Improvement Plans
_____	_____	_____	28. Estimate of cost for subdivision improvement
_____	_____	_____	29. Declaration of covenants, conditions, and restrictions (if any)
_____	_____	_____	30. Utility companies' agreements on easements
_____	_____	_____	31. Improvement agreements
_____	_____	_____	a. Improvement escrow agreement
_____	_____	_____	b. Improvement bond agreement
_____	_____	_____	c. Improvement agreement with irrevocable letter of credit
_____	_____	_____	32. If built, proof of inspection and approval by Public Works Department
_____	_____	_____	33. Maintenance agreements (if improvements built and dedicated to Citrus County)
_____	_____	_____	a. Maintenance escrow agreement (15%)
_____	_____	_____	b. Maintenance bond agreement (15%)
_____	_____	_____	c. Maintenance agreement with irrevocable letter of credit (15%)
_____	_____	_____	34. Plat variance(s) approval(s) (if any)
_____	_____	_____	35. Preliminary plat conditions compliance
_____	_____	_____	36. Central water and/or sewer agreement, if applicable
_____	_____	_____	37. Notation of method of water and sewer, and supplier if from existing utility
_____	_____	_____	38. A printed or digital copy of a mathematical closure report
_____	_____	_____	39. A digital ACAD copy of the plat (DWG)
_____	_____	_____	40. Proof of SWFWMD 40D-4 Stormwater Permit or exemption
_____	_____	_____	41. Recording fees collected \$_____ (make checks payable to: Clerk of the Court)

ADDITIONAL COMMENTS OR REQUIREMENTS:



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CHECKED IN BY: _____

DATE: _____



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AUTHORIZATION

APPLICATION REQUEST: (check one)

____ Variance ____ Conditional Use ____ Minor Subdivision ____ Lot Reconfiguration

____ Plat Vacation ____ Street Vacation ____ Comprehensive Plan Amendment

____ Atlas Amendment ____ Other (specify): _____

LEGAL DESCRIPTION OF PROPERTY:

Section ____ Township ____ Range ____ Alternate Key # _____

Lot/Parcel _____ Block _____

Subdivision _____

I, _____, owner of the above described property,
(Name of Owner)

authorize _____ of _____ to
(Name of Representative) (Name of Business)

serve as agent on my behalf for the purpose of making application for the proposed request. No further authorization is expressed or implied, than that which is described herein.

SIGNATURE: _____

STATE OF FLORIDA
COUNTY OF CITRUS

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared _____, who is personally known to me or provided _____ as identification and who did not take an oath.

WITNESS my hand and official seal this ____ day of _____, ____.

Printed Name Seal



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Notary Public - State of Florida
(Signature of Owner)



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NOTICE

INFORMATION REQUIRED FOR ALL APPLICATIONS

It is the policy of the Board of County Commissioners to require complete and sufficient applications prior to setting of a public hearing date. The application you submit to the Land Development Division (LDD) must include a completed application with proof of ownership, authorization by owner (as applicable), necessary fees, legal description, site plan, and any additional information identified by the LDD as deemed necessary to review and prepare a written findings report and recommendation to the Planning and Development Commission and/or the Board of County Commissioners. Such information may include, but is not limited to, boundary survey, master plan of development, biological survey, tree preservation plan, landscape plan, historical/archeological survey, wetland boundary delineation, line of mean annual flood or ordinary high water line, parking study, transportation facilities analysis, drainage facilities analysis, public school facilities analysis, public facilities (water/wastewater) analysis, level of service compliance, and other agency approvals.

Applications deemed incomplete will be returned to the applicant.

Once the application is deemed complete, the LDD shall make a determination as to the sufficiency of the information contained in the application for the purpose of review and to prepare a findings report and recommendation to the Planning and Development Commission and/or the Board of County Commissioners. You will be notified in writing as to the sufficiency status of your application. If your application is deemed insufficient, such application shall be held in abeyance until such time as the required information is received by the LDD. If you fail to provide the information requested by the LDD within 120 days of notification, or within a time agreed upon by the applicant and the LDD, the application shall be considered withdrawn. When the LDD determines that the application information is sufficient to review, then the public hearing date will be set. Formal notification of hearing dates will be mailed to you.

You may request that the LDD arrange a conference to discuss requirements for information in accordance with the adopted standards and criteria of the Citrus County Land Development Code and the Citrus County Comprehensive Plan. A determination of sufficiency by the LDD does not necessarily indicate that the LDD or other reviewing agencies agree with the information and conclusions presented in the application, nor does it constitute a determination for positive findings for recommendation by the Department to the Planning and Development Commission and/or the Board of County Commissioners.