



## SUBDIVISION (Type II) PLAT APPLICATION AND REVIEW PROCESS

1. The applicant must schedule a pre-application meeting with a Planner in the Department of Planning & Development Services to discuss the proposed subdivision plat. This application will not be accepted until such a meeting takes place and proof of same is provided by signature of the Planner verifying the date and time of such meeting in the space provided on the application.
2. The applicant must complete and submit an application according to the instructions provided in this packet. The application may not be accepted unless the application is completed in full with all of the proper information and documentation. An application must be submitted with the required processing fee by 12 noon of the deadline date for filing the application. A list of the deadline dates is available from the Department.
3. You will receive a notice from staff stating whether or not the application information submitted is sufficient. If all deficiencies are not corrected by 12:00 noon of the Friday immediately following the deadline date for filing an application, the application may not be scheduled for a public hearing. If your application is sufficient, the hearing date for your case will be as indicated on your application upon acceptance by the Department. Within forty-five (45) days after receipt of your completed application the staff will review the application and the case will be presented before the Planning commission hearing.
4. Staff will post signs for notice of public hearing. The signs must be posted in public view on each street side of the subject property at least 15 days prior to the scheduled public hearing before the Planning Commission. If the property does not have frontage on a public street, a sign must be erected on the nearest street right-of-way with an attached notation indicating generally the direction and distance to the subject property.
5. Staff will conduct at least one site visit to the parcel that is the subject of the application. **Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit.** When only a piece of a larger parcel is subject to the subdivision plat, such a site visit necessarily includes the entire parcel and not just the portion that is the subject of the subdivision plat. Such site visits will be conducted during regular business hours (8:30 am to 5:00 pm Monday through Friday) between the date of submittal of a completed application and the date of the hearing. The express purposes of the site visit is to place signs noticing the hearing, verify information submitted with this application and complete an analysis of the proposed subdivision plat for consistency with the Comprehensive Plan and compliance with the Land Development Code and other relevant County Ordinances. **Denial or refusal to grant such access shall be grounds rejecting the application.**
6. You are required to pay for the legal advertisements for both public hearings in the Palatka Daily News and provide proof of publication prior to, or at the Planning Commission public hearing and the Board of County Commissioner public hearing. The legal advertisements are prepared and submitted to the Palatka Daily News by the Department. You will receive a bill from the Palatka Daily News for each public notice. When you pay the bills for the required legal advertisements, the Palatka Daily News will furnish you with "Proof of Publication Affidavits" for each public notice. You must submit the affidavits to our office prior to the public hearings or bring it to the public hearing. If the affidavit is not provided, the case may not be heard.
7. You will receive a copy of a staff report, prior to the Planning Commission public hearing, which analyzes the application for consistency with the applicable objectives and policies of the Putnam County Comprehensive Plan and County Ordinances, and makes a recommendation to the Planning Commission. **However, please be advised that you are ultimately responsible for presenting and arguing your own case. The nature and the order of the hearing proceedings at the hearing are enclosed with this application packet.**



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8. Once the application has been advertised for public hearing, if you withdraw the application or cause the hearing to be postponed, you are responsible for payment of the original application fee and any cost incurred by the County for additional public notices.

**9. There will be two hearings to review subdivision development and plat approval: one preliminary hearing before the Planning Commission and a final hearing before the Board of County Commissioners.** A de novo quasi-judicial hearing held by the Planning Commission is designed to obtain public input in an informal way. The Planning Commission shall submit a written report to the Board of County Commissioners indicating whether the subdivision development and plat approval request should be approved. The report shall address whether the proposed development is consistent with the Comprehensive Plan and complies with the applicable procedures and requirements of the Land Development Code. The report shall include meeting minutes and any physical evidence considered by the Planning Commission. The Board of County Commissioners shall then conduct a de novo quasi-judicial hearing within twenty (20) days from the date of issuance of the written recommendations of the Planning Commission, at which time the Board of County Commissioners shall consider the recommendations of the Planning Commission, including the record of the Planning Commission hearing and any evidence that may be presented at the Board of County Commission hearing. The Board of County Commissioners shall make the final decision on the matter.

Subdivision Type II – Pre-application requirements:

- a. Applicant shall prepare and submit to the Department twenty (20) copies of the application and application submittals as follows.
- b. A letter from the developer naming the developer's designated representative if such a person is to represent the developer in matters concerning the application.
- c. The legal description of the parent tract, if any, from which the subdivision property was taken.
- d. A title opinion of an attorney-at-law licensed in the state or a certification of an abstractor or a title company showing that record title to the land as described and shown on the plat is in the name of the person, persons, or corporation executing the dedication, if any, as it is shown on the plat and if the plat does not contain a dedication, that the developer has record title to the land. The title opinion or certification shall also show all mortgages not satisfied or released of record.
- e. A certified survey map showing the proposed layout of the subdivision, including location of lots, location of open/common area, location of roads and drainage, and the location of areas of special flood hazard, wetland areas and any areas of environmental or archeological significance.
- f. A map of the proposed subdivision, drawn at the same scale as the plat, indicating the location of different soil types found on the property. These soils shall be identified by U.S. Soil Conservation Service description.
- g. A proposed schedule for completion of the construction of improvements.
- h. A plan indicating the proposed use of the lots.

### **INSTRUCTIONS FOR FILING A SUBDIVISION PLAT APPLICATION**

**ITEM #1:** The owner(s) must list their name(s) and address(es) in ITEM #1. **The applicant(s) must be the property owner(s).**

**ITEM #2:** The parcel identification number for the property is on your tax notice or can be obtained from the Property Appraisers Office or Planning & Development Services.

**ITEM #3:** Provide the subdivision name, unit, block and lot, if the subject property is part of a subdivision. If not, print N/A in the space provided.



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**ITEM #4:** Provide driving directions using road numbers, street names, and distances.

**ITEM #5:** Provide the future land use designation and zoning classification (this information is available at the Department).

**ITEM #6:** Provide the survey company name, phone number, address, and contact person.

**ITEM #7:** Provide the acreage of the total area within the proposed subdivision plat.

**ITEM #8:** Provide the present property use, proposed lot sizes and proposed lot dimensions.

**ITEM #9:** Provide the number of proposed lot in the subdivision

**ITEM #10:** Provide information regarding the water/sewer; as to who will install and who will maintain.

**ITEM #11:** Provide who will maintain the drainage for the subdivision

**ITEM #12:** If a prior rezoning, special use permit or variance application has been submitted for the property, print YES and provide the case number(s). If none, print NO.

**ITEM #13:** Each of the following items **MUST** be submitted with the application:

**APPLICATION AND OTHER FEES** - A type II subdivision application requires a processing fee of \$350. Fees are subject to change at any time by resolution of the Board of County Commissioners.

**IN ADDITION TO THE APPLICATION FEE, YOU WILL BE RESPONSIBLE FOR PAYMENT OF ANY FEES INCURRED FOR THIRD PARTY EXPERTS OR CONSULTANTS NECESSARY TO REVIEW AND ANALYZE TECHNICAL SUBMITTALS PROVIDED BY THE APPLICANT, INCLUDING BUT NOT LIMITED TO ENVIRONMENTAL ASSESSMENTS, HOUSING STUDIES, TRAFFIC STUDIES AND OTHER LEVEL OF SERVICE ANALYSES.**

**CERTIFIED SURVEY PLAN** – The survey map must show the proposed layout of the subdivision, including location of lots and size, location of open/common area, location of roads and drainage, and the location of flood hazard and wetland areas.

**AGENT DESIGNATION FORM** - This can be submitted any time prior to the hearing and is not required unless the applicant(s) choose to designate an agent other than an applicant to represent them at the public hearings. Please note that the notarized signatures of the owner(s) and the agent are required on this form. The owner(s) signatures must be the same as in ITEM #12 on the application form.

**RECORDED DEED** - A copy of the recorded deed to the property involved in the request must be provided.

**LEGAL DESCRIPTION** - A legal description of the area for the rezoning must be provided, if the area is different from the legal description in the deed to the property.

**PARCEL MAP**- A current full-section map sheet showing the parcel that is the subject of the application. Date stamped copies are available from the Putnam County Property Appraiser's Office.



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SCHEDULE – A proposed schedule for completion of the construction of improvements.

**ITEM #14: ALL OWNERS OF RECORD** must sign the rezoning application. If all owners are unable to appear before the notary public, then a duplicate completed application must be signed by each owner and notarized. All signatures submitted must be originals. **IF THE OWNER IS A CORPORATION OR A BUSINESS ENTITY**, all officers/partners must sign, or one officer may sign if written proof in a form acceptable to the Department is provided establishing that the one person has been delegated authority to represent the corporation or business entity.



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## SUBDIVISION (Type II) DEVELOPMENT AND PLAT APPLICATION

1. Name of property owner(s) \_\_\_\_\_ Address(es): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Property 911 Address: \_\_\_\_\_

2. Parcel ID number(s): \_\_\_\_\_

3. Subdivision name: \_\_\_\_\_ (If applicable)

4. Driving directions to property from Palatka: \_\_\_\_\_  
 \_\_\_\_\_

5. Current zoning: \_\_\_\_\_ Future Land Use designation: \_\_\_\_\_

6. Surveying Firm and Address: \_\_\_\_\_  
 \_\_\_\_\_

7. Size of property to be covered by subdivision plat: \_\_\_\_\_ acres

8. Present Property Use: \_\_\_\_\_  
 Lot Size(s) \_\_\_\_\_ Lot Dimensions \_\_\_\_\_  
 Who will maintain roads (if a subdivision) \_\_\_\_\_

9. Number of proposed lots \_\_\_\_\_

10. Water/Sewer maintenance. \_\_\_\_\_

11. Who will maintain drainage? \_\_\_\_\_

12. Prior zoning actions on this property (include case number): \_\_\_\_\_

13. Attach the following to the application form: (see instructions)

- Application Fee
- Certified Survey map
- Agent Designation form with letter from the developer naming the developers designated representative; (if applicable)
- Recorded Deed
- Legal Description
- Parcel Map (full section) from Property Appraiser's Office
- Proposed schedule for completion of the construction improvements.

**NOTICE:** Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit under the conditions described in paragraph 6 on page 1 of the application packet. If you desire to be present during the site visit, contact the Department to schedule the site visit. Denial or refusal to grant such access shall be grounds rejecting the application.



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YOUR SIGNATURE BELOW REPRESENTS YOUR AGREEMENT TO PAY ANY FEES INCURRED FOR THIRD PARTY EXPERTS OR CONSULTANTS NECESSARY TO REVIEW AND ANALYZE TECHNICAL SUBMITTALS PROVIDED BY THE APPLICANT, INCLUDING BUT NOT LIMITED TO ENVIRONMENTAL ASSESSMENTS, HOUSING STUDIES, TRAFFIC STUDIES AND OTHER LEVEL OF SERVICE ANALYSES.

**YOUR SIGNATURE BELOW AFFIRMS THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS APPLICATION IN ITS ENTIRETY.**

10. Signature(s) of property owner(s):

Telephone Number(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary

Personally Known/ID Produced  
Type of Id Produced \_\_\_\_\_





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## AGENT DESIGNATION FORM

The applicant(s) does (do) hereby appoint and designate \_\_\_\_\_  
as agent in fact for the owner(s) of parcel(s) \_\_\_\_\_

\_\_\_\_\_ to present an application for a rezoning for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to the Putnam County Planning Commission, and to respond to and furnish all information and data requested by said Board.

Print name of property owner(s)  
owner(s)

Signature(s) of property

_____	_____
_____	_____
_____	_____
_____	_____

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

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Notary      Personally Known/ID Produced  
Type of Id Produced \_\_\_\_\_



### AGENT OATH AND SIGNATURE:

The undersigned \_\_\_\_\_, being duly appointed as agent in fact for the above named owner(s) of the property whereby said owners are seeking a rezoning and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Signature of Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Notary      Personally Known/ID Produced  
Type of Id Produced \_\_\_\_\_



### DO NOT WRITE BELOW THIS PAGE





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## - THIS PAGE IS FOR OFFICE USE ONLY -

Pre-application Meeting Verification: Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Staff Signature: \_\_\_\_\_

### Staff Sufficiency Review Comments:

1. Submittals Check List:

- |   |   |
|---|---|
| <input type="checkbox"/> Application Fee            | <input type="checkbox"/> Completed Concept Plan (if applicable) |
| <input type="checkbox"/> Completed Application form | <input type="checkbox"/> Agent Designation form (if applicable) |
| <input type="checkbox"/> Recorded Deed              | <input type="checkbox"/> Legal Description                      |
| <input type="checkbox"/> Parcel Map (full section)  |   |

2. Property is currently/proposed to be serviced by:

central sewer \_\_\_\_\_ package treatment plant \_\_\_\_\_ septic tank \_\_\_\_\_ central  
 water \_\_\_\_\_ public supply well \_\_\_\_\_ private well \_\_\_\_\_

Health Department

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Case Number: \_\_\_\_\_

4. Hearing Dates:

Planning Commission \_\_\_\_\_

BOCC \_\_\_\_\_

5. Special

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reviewed by:

Date:

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