



APPLICATION FOR FINAL PLAT

FLAGLER COUNTY, FLORIDA
1769 E. Moody Boulevard, #2
Bunnell, FL 32110
Telephone: (386) 313-4009

Application/Project #: _____

SITE DATA INFORMATION

Property Owner Name: _____
(MUST MATCH NAME LISTED ON RECORDED DEED)

Agent/Applicant Name: _____

SUBJECT PROPERTY INFO	SITE LOCATION (<i>street address</i>):		
	LEGAL DESCRIPTION: (<i>briefly describe, do not use "see attached"</i>)		
	PARCEL NUMBER:		
	PARCEL SIZE:		
	NUMBER OF MILES OF NEW ROADS:		
	CURRENT ZONING CLASSIFICATION:		
	CURRENT FUTURE LAND USE DEDISGNATION:		
	IS THE PROPERTY SUBJECT TO THE A1A SCENIC CORRIDOR IDO?	YES	NO

PURPOSE OF SUBMISSION / PROJECT DATA: _____

Signature of Owner(s) or Agent/Applicant

Date

If Owner Authorization form attached



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INTERNAL CONTACT SHEET

OWNER CONTACT INFORMATION:	Name(s):		
	Email:		
	Phone Number:		
	Mailing Address:		
	City:	State:	Zip:

APPLICANT OR AGENT INFORMATION:	Name(s):		
	Email:		
	Phone Number:		
	Mailing Address:		
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Fees – Ord. 2008-31

Payable for Flagler County BOCC via Check or online through the application portal.

Application Fee: \$1,100 plus \$50/acre

Subdivision Construction Plan Review Fee: \$1,000 plus \$90/acre or portion thereof
excluding undeveloped area plus \$250/mile or portion thereof

Subdivisions that require platting. (LDC Section 4.02.01)

A plat is required for a subdivision, as defined in section 4.01.00, if any of the following applies

- A. When a drawing for a subdivision is to be recorded in the county subdivision map book or the drawing is referred to for the purpose of conveying property;
- B. With the exception of subdivisions listed in section 4.02.02 below, when a subdivision included the creation of steet(s) or right(s)-of-way;
- C. When a subdivision is a replat of an existing recorded subdivision;
- D. When all or part of the proposed subdivision is zoned planned unit development;
- E. With the exception of subdivisions listed in section 4.02.02 below, any subdivision subject to a St. Johns River Water Management permit for stormwater facilities.

Application Process – Please read carefully.

This application and all required attachments should be submitted to the Flagler County Planning and Zoning Department, or through the online portal [here](#). Failure to submit a fully completed application package will result in delay of application review.

1. Owners/Applicants will be notified via email to attend the next available Technical Review Committee (TRC) meeting. Application review comments will be provided beforehand. This is an opportunity for applicants to discuss their application with various department staff.
2. Preliminary and Final Plats are approved administratively following review by the Technical Review Committee.

By signing below, I acknowledge that I have fully read and understand the Application Process.

Signature of Owner(s) or Applicant/Agent
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Date



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Required Attachment for Preliminary Plat:

1. Copy of Owner's recorded Warranty Deed;
2. Owner's Authorization Form, if applicable;
3. Plat drawing meeting all requirements of the Flagler County Land Development Code;
4. Application Fee in the amount of \$1,750 plus \$50/acre;
5. Cover letter providing a brief description of the project, action requested and identifies attachments included within the package;
6. Attorney's opinion of title which meets the requirements of Florida Statutes, Chapter 177 as amended, and list of encumbrances;
7. Certification for the payment of property taxes with copy of receipt;
8. Board of County Commissioner's meeting minutes for preliminary plat approval;
9. Representative's affidavit that the application is in compliance with all statutory requirements;
10. Engineer's Construction Cost Estimate and other agency application packages and associated permits, etc.;
11. Overall development/construction plan exhibit, grading, clearing, drainage, utilities, details and any other items required for adequate review of the project. *Not required if improvements have been completed.*
12. Letter from reviewing surveyor acknowledging that plat is approved and paid in full.
13. Surety **performance bond** guarantee in the amount of 125% of the approved Engineer's Construction Cost Estimate or if construction has been completed:
 - a. County approval of all subdivision improvements must be obtained prior to submission for Final Plat approval.
 - b. Submit a two year maintenance bond guarantee in the amount of ten (10) percent of the total construction cost in conformance with Flagler County Standards Forms and Certifications Manual.

PLATTING (LDC Section 4.05.00)

This section outlines the platting process. The preliminary plat is required as a separate process when the developer is proposing to install improvements prior to requesting final plat approval. If the developer proposes to bond improvements, the preliminary and final plat, together with construction plans, may be processed simultaneously.

Preliminary plat and construction plan review (LDC Section 4.05.01)

An application for preliminary plat and construction plan review, the proper fee, and sufficient copies of the exhibits, as determined by growth management, shall be filed with the growth management department. Exhibits shall include:

A. General Information.

1. All plans shall uploaded to the online Planning Application portal.
 - a. Construction plans shall be submitted in a format and scale approved by growth management



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- b. A preliminary plat shall be submitted in the same format as required for final plats by Florida Statutes Ch. 177, and by the applicable provisions of these regulations.
2. A survey of the subject property prepared by a professional surveyor containing the legal description of the subject property and the surveyor's certificate of accuracy.
3. Name of subdivision, name, address, telephone number of the subdivider, professional engineer and professional surveyor.
4. Date of survey, north point and graphic and numeric scale.
5. Total area in tract, area in public or other land usage, total number of lots, linear feet of streets.
6. Names and location of adjoining subdivisions and streets.
7. Other supplemental materials or any deed restrictions or protective covenants for the subdivision and any other information considered by either the applicant or the TRC to be pertinent.
8. A dedication of such streets, easements, common areas or public places is necessary for development. Such dedication shall be in the same manner as deeds conveying lands are required to be executed for recordation.
9. A tree survey as defined in article VI, Resource Protection Standards and described in 6.01.02(1)A.

B. Existing Site Data.

1. City limits (if any), property lines, rights-of-way, pavement width, easements, streets, driveways, railroads, known utilities, storm sewers, ditches and culverts, bridges, buildings, bulkhead and bulkhead lines.
2. Wooded, wetland, and FEMA Special Flood Area, including their identification, marshes, watercourses, ponds, and other similar conditions affecting the site.
3. Topography survey of the site at not more than a two-foot contour interval based on NAVD data furnished by a professional surveyor.
4. Soil borings within drainage retention area(s).

C. Proposed Site Data and Construction Details.

1. Street right-of-way, pavement widths, gradient and elevations, street names, profiles and cross-sections of roadway and other appropriate cross-sections pursuant to requirements shown in the public works manual.
2. Other rights-of-way or easements, including locations, dimensions and purposes.
3. Plans for all underground utilities, including but not limited to sanitary sewers; storm sewers; potable water lines; reuse water lines; and other supporting utility corridors, or proposals for developing new water supply; storm drainage; and sewer disposal systems; storm and sanitary sewer profiles; and cross-sections; and inverts and top elevations of structures, pursuant to requirements in the public works manual.
4. Grade changes, dikes or any created water bodies or changed watercourses.
5. Bulkheads and bridges; engineering plans, and cross-sections.
6. Street center line dimensions, scalar block and lot layouts, lot and block numbers.
7. Areas to be used for purposes other than residential and public; and their purposes,



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location and dimensions of each indicated parcel.

8. Information on essential and available utility services, including water, sewer, electric or gas, including a letter of availability from the provider.
 9. Tree protection plan, which at a minimum identifies protected trees to remain and protected trees to be removed, including a site data table of the caliper inches to be removed and the caliper inches to be retained.
- D. *Developer's Option to Commence Construction.* The developer may elect to commence construction of the subdivision after the preliminary plat has been approved by the county commission and may the same time apply for a final plat approval.
- E. *Development Permits Required Prior to Commencement of Construction.* If the developer elects to commence construction prior to, or concurrently with, final plat approval, he/she shall notify growth management of that intention. Growth management shall then issue a development permit authorizing the commencement of construction pursuant to the approved construction plans, provided all other permits from federal, state or regional agencies have been issued.
- F. *Review Timeframes.*
1. Within 7 business days after receipt of a preliminary plat the administrative authority shall provide written notice to the applicant acknowledging receipt of the preliminary plat submittal and identifying any missing documents or information necessary to process the preliminary plat submittal for compliance with s. 177.091, F.S. The written notice must also provide information regarding the preliminary plat approval process, including requirements regarding the completeness of the process and applicable timeframes for reviewing, approving, and otherwise processing the preliminary plat.
 2. Unless the applicant requests an extension of time, the administrative authority shall approve, approve with conditions, or deny the preliminary plat submittal with the timeframe identified in the written notice provided to the applicant under subsection (1) above. If the administrative authority does not approve the preliminary plat, it must notify the applicant in writing of the reasons for declining to approve the submittal. The written notice must identify all areas of noncompliance and include specific citations to each requirement the preliminary plat submittal fails to meet. The administrative authority, or an official, an employee, an agent, or a designee of the county commission, may not request or require the applicant to file a written extension of time.

Final plat and replat review. (LDC Section 4.05.02)

The Clerk of the Circuit Court of Flagler County shall record only those final plats and replats which have been submitted for recording by the administrative authority.

A. Procedures.

1. An application for a final plat or replat shall be electronically filed with growth management.
2. The developer shall submit an appropriate number of paper reproductions, as



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determined by growth management.

3. The final plat shall be prepared by a professional land surveyor at a scale of one (1) inch equals one hundred (100) feet, or such other scale approved by the county. All final plats shall be prepared on standard sheet sizes as required by Florida Statutes Ch. 177, as amended, and shall be twenty-four (24) inches by thirty-six (36) inches, including a three-inch binding margin on the left side and a one-inch margin on the other three (3) sides. To ensure legibility, all lettering upon the plat shall be a minimum height of ten (10) point font. All final plats and replats shall be provided on mylar, vellum, or other reproducible media as approved by the administrative authority consistent with the record requirements of the Clerk of the Circuit Court of Flagler County.

B. Required Submittals.

1. The following information shall be shown on the submittals:
 - a. Name of subdivision, date of survey, north point, graphic and numeric scale.
 - b. A vicinity map drawn at an appropriate scale showing the project site and its relationship to known landmarks
 - c. Names and locations of all adjoining or interior subdivisions, city limits, bulkhead lines, property lines, rights-of-way and easements.
 - d. The legal description of the property being platted shall appear on the final plat or replat and match the description furnished in the attorney's opinion of title or other similar documents.
 - e. Sufficient survey data to readily determine and reproduce on the ground every straight or curved boundary line, lot line, right-of-way line, easement line, bulkhead line and setback line, including, but not limited to linear dimensions, bearings or deflection angles, radii, arcs and central angles. All dimensions shall be measured to the nearest one-hundredth of a foot and all angles to the nearest second of arc.
 - f. All proposed rights-of-way, easements and areas to be dedicated to public or private use with the purpose of each stated.
 - g. Areas to be used for purposes other than lots or public/private dedications, if any, with the purpose, location and dimensions of each indicated.
 - h. Signed certificates shall appear on all final plats and replats. Such certificates shall be in accordance with the format and specific language set forth in the Flagler County Standard Forms and Certification Manual. The following signed certificates shall be completed and provided with the submission: dedication, joinder and consent to dedications, all required acknowledgements, surveyor's certificate, certificate of approval by the reviewing professional land surveyor (PLS), approval of the administrative authority (as evidence of such approval), acceptance of dedication(s), and certificate by the clerk.
 - i. The final plat or replat shall include such additional information as may be required by Florida Statutes Ch. 177, as amended.



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- j. Surveyor's notes.
 - 2. The following information shall also be provided:
 - a. Name, address and telephone number of the subdivider, subdivision designer, professional engineer, registered surveyor, abutting property owners, and mortgagees of the property.
 - b. A title certification which meets the requirements of Florida Statutes Ch. 177, as amended, and list of encumbrances.
 - c. Any deed restrictions or protective covenants.
 - d. An electronic copy of the final plat or replat producible to dimensions of eleven (11) x seventeen (17) inches.
 - 3. If the developer elects to construct the improvements after the recordation of the final plat, the following information shall be provided in addition to 4.05.02.B.1 and B.2 above:
 - a. A signed and sealed professional engineer's estimate of the total construction cost or a signed contract which encompasses all proposed improvements.
 - b. A performance guarantee in accordance with this article.
 - 4. Upon completion of construction of the required improvements, the following information shall be provided in addition to 4.05.02.B.1 and B.2:
 - a. A signed and sealed professional engineer's certification of the constructed improvements and the total construction cost. If fire hydrants were installed, the professional engineer must certify that the water distribution system of the development meets the National Fire Protection Association capacity requirements for fire hydrants.
 - b. A two (2) year maintenance guarantee bond in the amount of ten (10) percent of the total construction cost in the form acceptable to the Flagler County Legal Department.
 - c. An electronic submittal in "pdf" format, including one (1) mylar and two (2) sealed paper reproductions of as-built (or record) survey signed by the professional surveyor which encompasses all required improvements. If the paper reproductions of as-built (or record) survey were prepared on an Auto CAD system, the applicant shall provide such digital files to growth management development services in a "dwg" format.
 - d. Adequate test reports signed and sealed by a professional engineer, as required by the county development engineer.
 - e. A signed and sealed certification by the project civil engineer, certified arborist, or landscape architect certifying the as-built tree protection plan and tree replacements. Required tree replacement funds shall be paid in full prior to final plat or replat acceptance.
- C. Recording Requirements
- 1. No plat or replat of lands in Flagler County subject to these regulations shall be recorded, whether as an independent instrument or by attachment to another



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instrument entitled to record, unless and until such plat has been approved by the administrative authority.

2. Recording period. All approved plat and replats shall be recorded within fifteen (15) days following approval, unless extended by the administrative authority for extraordinary conditions.
3. Plats shall be recorded in the following manner:
 - a. All documents and the original plat or replat shall be submitted to growth management. Growth management shall then transmit the documents to the clerk for recordation. Also, if the plat was prepared on an Auto CAD system, the applicant shall provide such digital files to growth management in a "dwg" format.
 - b. Growth management shall obtain a statement that all current and previous taxes have been paid in accordance with F.S. Section § 197.192, as amended.

D. Review Timeframes.

1. Within 7 business days after receipt of a final plat or replat the administrative authority shall provide written notice to the applicant acknowledging receipt of the final plat or replat submittal and identifying any missing documents or information necessary to process the final plat or replat submittal for compliance with s. 177.091, F.S. The written notice must also provide information regarding the final plat or replat approval process, including requirement regarding the completeness of the process and applicable timeframes for reviewing, approving, and otherwise processing the final plat or replat.
2. Unless the applicant requests an extension of time, the administrative authority shall approve, approve with conditions, or deny the final plat or replat submittal within the timeframe identified in the written notice provided to the applicant under subsection (1) above. If the administrative authority does not approve the final plat or replat, it must notify the applicant in writing of the reasons for declining to approve the submittal. The written notice must identify all areas of noncompliance and include specific citations to each requirement the final plat or replat submittal fails to meet. The administrative authority, or an official, an employee, an agent, or a designee of the county commission, may not request or require the applicant to file a written extension of time.