

TYPE I SUBDIVISION CHECKLIST

Please complete the checklist below and submit it with the application. Staff will use this to check for completion of application requirements.

<u>Applicant</u>	<u>Staff</u>	<u>N/A</u>	<u>Item</u>
<input type="checkbox"/>	<input type="checkbox"/>		Application Complete, Correct, & Notarized
<input type="checkbox"/>	<input type="checkbox"/>		Application Fee Paid in Full
<input type="checkbox"/>	<input type="checkbox"/>		*Certified Survey Map, 5 sealed copies (16.5 x 22.5) to include the land descriptions and acreage or square footage of the original and proposed parcels
<input type="checkbox"/>	<input type="checkbox"/>		Recorded Deed
<input type="checkbox"/>	<input type="checkbox"/>		Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agent Designation form and Agent Oath Form
<input type="checkbox"/>	<input type="checkbox"/>		Parcel Map (full section) from Property Appraiser's Office
<input type="checkbox"/>	<input type="checkbox"/>		Proposed schedule for completion of the construction improvements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey Depicts Flood Zone

***OPTIONAL SURVEY REVIEW:** At the time of submittal of an application, the application may include a signed document from any professional surveyor and mapper certified in the state of Florida, other than the surveyor - or surveying firm - that prepared the survey depicting the proposed division, verifying that the survey map and legal descriptions are correct. By using this option, the County Surveyor will not review the survey for accuracy.

**PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES**

2509 Crill Avenue, Suite 300
Palatka, FL 32177
Fax: 386-329-1213
Email: pzb@putnam-fl.gov
Website: <https://www.putnam-fl.gov>



Planning: 386-329-0491
Zoning: 386-329-0316
Building: 386-329-0307
Code Enforcement: 386-329-0317

TYPE I SUBDIVISION DEVELOPMENT AND PLAT APPLICATION

1. Name of property owner(s): _____ Mailing Address(es)(Street, City, State, Zip): _____

2. Telephone Number: _____ Email: _____
3. Parcel ID number(s): _____
4. 911 Address (Street, City, State, Zip): _____

5. Driving directions to property from Palatka: _____

6. Current zoning designation: _____ Current Future Land Use designation: _____
7. Surveying Firm and Address: _____

8. Size of property to be covered by subdivision plat: _____ +/- acres
9. Current Property Use: _____
10. Number of proposed lots: _____
11. Water/Sewer maintenance: _____
12. Drainage Maintenance: _____
13. Prior zoning actions on this property (include case number): _____
14. Date of required pre-application meeting with Planning Staff: _____

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.

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.

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

Contact Information:

(sign)

Phone: _____

(print)

Address: _____

(sign)

Phone: _____

(print)

Address: _____

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
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

(Print, Type, or Stamp Commissioned Name of Notary)

Signature of Notary Public

NOTE: In the event that a resubmittal is requested, a signed resubmittal acknowledgement must be submitted within 30 days of said request. If the acknowledgment is not received within this timeframe, the application will be closed, and a new application with the applicable fee will be required.

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 Type I Subdivision for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to the Putnam County Administrative Deviation Committee, and to respond and furnish all information and data requested by said Committee.

Print name of property owner(s):

Signature(s) of property owner(s):

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
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)


(Print, Type, or Stamp Commissioned Name of Notary)

Signature of Notary Public

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 Type I Subdivision 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: _____

Email Address: _____

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
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

*(Print, Type, or Stamp Commissioned
Name of Notary)*

Signature of Notary Public

SUBDIVISION (Type I) PLAT APPLICATION AND REVIEW PROCESS

THE PROCESS

1. Call Planning Staff at (386) 329-0491 about your interest in the Type I Subdivision application.
2. The applicant is responsible for all required information (please carefully review application included with the application documents).

REVIEW TIME: Approximately four (4) to six (6) weeks after submittal of a sufficient application.

All applications for dividing the property are required to have a Lot Inquiry letter issued by the Department indicating that the parent parcel is eligible to be divided.

All application fees are non-refundable.

3. The application and surveys are sent to the following for review:
 - a. *The County Surveyor
 - b. The Property Appraiser
 - c. The Department of Health (Septic & Well)
 - d. Planning Staff
 - e. Flood Plain Manager (If applicable)
4. The above entities will conduct their review and provide comments if necessary. If comments are provided the applicant must remedy the issues for the application to be approved.

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 911 address of the subject property.

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

ITEM #5: Provide zoning designation and Future Land Use designation (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 current use of the property; for example, vacant, residential or commercial (type of business).

ITEM #9: Provide the number of proposed lots 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: Provide the date on which the pre-application meeting was held with Planning staff.

ITEM #14: Each of the following items **MUST** be submitted with the application:

APPLICATION AND OTHER FEES – Refer to fee schedule adopted by the Putnam County Board of County Commissioners. 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 –

- a. Survey of entire property depicting all existing improvements (e.g. structures, sheds, septic tank, drain field, well, etc.) to verify conforming setbacks from existing and new lot lines.
- b. 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.
- c. The proposed division of the property must meet zoning district requirements and be consistent to the requirements of the Comprehensive Plan.
- d. There is a 1 acre minimum if properties are serviced by private well and septic systems regardless of zoning. The legal descriptions of the parent (existing) parcel(s) and the new parcels must be on the surveys. The legal descriptions must include reference to any and all easements providing access to or otherwise affecting the parcels. Official Records (OR) or Deed Book number and page must be provided for the parcel(s) to be divided.
- e. The location of flood hazard and wetland areas noted and depicted on the surveys, if applicable.
- f. All requested information must be on the surveys and not attached to the survey. If necessary the survey size may be increased to a maximum of 24” X 36” and/or additional sheets (i.e. Sheet 1 of 2, Sheet 2 of 2) may be added.
- g. Each newly created lot must have frontage on a county maintained road or recorded easement (Development Design and Improvement Standards in the LDC).

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.

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

ITEM #15: 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.