

## TYPE I SUBDIVISION AND PLAT 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 (Non-Refundable)
<input type="checkbox"/>	<input type="checkbox"/>		Lot Inquiry Letter (Case # _____)
<input type="checkbox"/>	<input type="checkbox"/>		DRC Case #: _____
<input type="checkbox"/>	<input type="checkbox"/>		*Certified Survey Map, 5 sealed copies 16.5 x 22.5 (See Requirements)
<input type="checkbox"/>	<input type="checkbox"/>		Recorded Deed(s)
<input type="checkbox"/>	<input type="checkbox"/>		Legal Description(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey Depicts Flood Zone
<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"/>	Agent Designation and Agent Oath Forms

**\*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



Planning & Zoning: (386) 329-0491  
Building: (386) 329-0307  
Code Enforcement: (386)-329-0317  
Website: www.putnam-fl.gov

---

**TYPE I SUBDIVISION DEVELOPMENT AND PLAT APPLICATION**

1. Name of Property Owner(s): \_\_\_\_\_
2. Mailing Address(es): (street) \_\_\_\_\_  
(city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip) \_\_\_\_\_
3. Phone Number(s): \_\_\_\_\_
4. Email: \_\_\_\_\_
5. Parcel ID Number(s): \_\_\_\_\_
6. 911 Address(es):(street) \_\_\_\_\_  
(city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip) \_\_\_\_\_
7. Zoning Designation: \_\_\_\_\_ Future Land Use Designation: \_\_\_\_\_
8. Surveying Firm, Phone, Contact Person, and Address: \_\_\_\_\_  
\_\_\_\_\_
9. Size of Property to be Covered by Subdivision Plat: \_\_\_\_\_ (+/-) acres
10. Current Property Use: \_\_\_\_\_
11. Number of Proposed Lots: \_\_\_\_\_
12. Size of Proposed Lots: \_\_\_\_\_ (acres / sq ft)
13. Water/Sewer will be Installed and Maintained By: \_\_\_\_\_
14. Drainage will be Managed By: \_\_\_\_\_
15. Prior Zoning Actions on this Property (include case number): \_\_\_\_\_  
\_\_\_\_\_
16. 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 7 on page 7 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 for 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.**

17. Signature(s) of Property Owner(s):

\_\_\_\_\_

*(sign)*

\_\_\_\_\_

*(sign)*

\_\_\_\_\_

*(print)*

\_\_\_\_\_

*(print)*

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 Planning and Development Services, and to respond and furnish all information and data requested by said Department.

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)*

Notary Stamp

*(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: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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

# TYPE I SUBDIVISION AND PLAT APPLICATION AND REVIEW PROCESS

## ELIGIBILITY

Article XII, Division 8 Section 45-1034. - Requirements for Type I Subdivisions.

- a. It shall be a violation of this Code for the owner of any land within a Type I subdivision to transfer, sell, agree to sell, or negotiate to sell such land by reference to, exhibition of or other use of a plat of a subdivision of such land without having the plat approved and recorded as required by this section. All Type I subdivision plats shall be recorded and shall fulfill the requirements of F.S. ch. 177, pt. I.
- b. In Type I subdivisions all streets must be paved and drainage improvements constructed pursuant to the paved street design and construction criteria, the stormwater management requirements and the drainage regulations in articles VI and VII of the Code.
- c. Unless otherwise specifically authorized pursuant to paragraph (d) below, all streets, sidewalks, and associated right-of-way shall be transferred by dedication on plat to Putnam County for ownership and maintenance by the county. Upon the recommendation of the Putnam County Public Works Department, the county commission may require that other improvements such as, but not limited to, drainage facilities and parks, be transferred to the county for ownership and maintenance where necessary or desirable to protect or promote the public interest.
- d. The board of county commissioners may approve private streets, sidewalks and/or other improvements when such improvements will be constructed to the specifications of this Code, and when the county commission determines, at its sole discretion and with the concurrence of the county attorney and public works director, that adequate provision for initial installation and future private maintenance is made for such improvements. The presumption shall always be, however, that streets, sidewalks and other improvements shall be dedicated to the county as set forth in paragraph (c) above, and in no event shall this paragraph be interpreted as requiring the county commission to approve a subdivision with private streets or sidewalks.

## THE PROCESS

1. Call Planning Staff at (386) 329-0491 about your interest in the Type I Subdivision/Plat application.
2. The applicant is responsible for all required information (please carefully review application included with the application documents).
3. All Type I Subdivisions/Plats must receive Development Review Committee approval. This is a separate application process and fee associated with this process. Fees are set by the Putnam County Board of County Commissioners and are subject to change.
4. 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.

5. 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)

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

6. 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.
7. Staff may conduct at least one site visit to the parcel that is the subject of the application. While staff will only be reviewing the site as it pertains to the Type I Subdivision, you may request that you be present when the site visit occurs. Site visits will be conducted during regular business hours (8:30 am to 5:00 pm Monday through Friday). The express purposes of the site visit is to verify information submitted with this application and complete an analysis of the proposed subdivision for consistency with the Comprehensive Plan and compliance with County Ordinances.
8. Once the Type I Subdivision/Plat application has been approved by staff, it is the applicant's responsibility to ensure new deeds have been recorded in order for the new parcels to become legal for development purposes.

## **REQUIREMENTS**

COMPLETED APPLICATION: A complete, correct, signed and notarized application. All applications will be required to comply with all submittal requirements and where applicable and necessary additional submittal requirements as specified by the Planning & Development Services Executive Director or designee and Public Works Executive Director:

COMPLETED LOT INQUIRY LETTER: A response letter issued by the Planning Department indicating that the parent parcel is eligible for a subdivision.

APPLICATION FEES – The Putnam County Board of County Commission establishes fees. See fee schedule. 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** – All copies of the survey must have a raised seal and surveyor’s signature. Must submit 5 copies that are 16.5 by 22.5 minimum and 1 copy that is 8.5 by 11. The survey must include the following:

- 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).

**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.

**AGENT DESIGNATION AND AGENT OATH FORMS** – These forms are applicable if the applicant(s) chooses to designate an agent other than an applicant to represent them at the public hearings.