

CITY OF MINNEOLA, FLORIDA SUBDIVISION FINAL PLAT SUBMISSION CHECKLIST

This checklist is based on the relevant provisions of Chapter 126 – Subdivisions and Plats - of the Minneola, FL Code of Ordinances. The code is available online at https://library.municode.com/fl/minneola/codes/code_of_ordinances.

General Requirements

- No Final Plat application shall be scheduled for processing until the Planning & Zoning Department determines the application package is complete. Fax, or e-mail, submissions are not accepted.
- Final resubmittal must provide 4 full size mylars as well as the required paper copies & CD and a current Opinion of Title.
- Engineers Estimate of costs.
- Certificate of Completion and Maintenance Bond water 2 yr 20% 1 yr 15% everything else or Performance Bond (110%) of everything not completed.
- Unless specifically stated otherwise, the City accepts no obligation for any maintenance or construction.
- No modifications of any kind shall be made on the final plat after its approval, unless the plat is resubmitted for approval.
- The developer shall pay all costs of public improvements.
- All lien holders on the land shall ratify the plat and certify that all lands are free from mortgages or liens [section 126-5 (b)].
- Submit 6 copies of the final plat on 24" x 36" sheets plus 2 copies of the plans reduced to 11" x 17" of the plans and 4 copies of any reports.
- A copy of the responsible party's documents which accept the responsibility for maintenance of all private streets, rights-of-way, easements, recreation areas, stormwater management facilities or other improvements.
- A copy of the final protective covenants and deed restrictions, where such covenants and restrictions are required or established by the applicant.
- All applicable informational requirements of this land development code.
- No zoning clearances or site plans will be accepted until the plat is recorded and the property appraiser has added the address, alternate key, and parcel id to each lot.

CITY OF MINNEOLA, FLORIDA
SUBDIVISION FINAL PLAT SUBMISSION CHECKLIST
(cont'd)

Section 126 - 6 - Final Plat Requirements

Submit four copies of the Final Plat at a scale of 100 feet to 1 inch on 24" by 36" Mylar sheets **PLUS** one copy, on paper, reduced to no greater than 11" by 17"

Rec'd	Requirement
	Include information required by the relevant provisions of Chapter 177, Part I, FS
	See Attached Fee Schedule
	Preparation date
	City limits lines within or abutting the subject site
	Location and width of all existing or recorded rights-of-way
	"Notice: There may be additional restrictions that are not recorded on this plat that may be found in the public records of Lake County" in a prominent place of the plat
	A 1 inch by 5 inch space in the upper right hand corner of each sheet which states PLAT BOOK _____ PAGE _____ The County Clerk uses this space for the plat recording information
	A statement that all covenants, restrictions or reservations required by the developer or the city on the plat or that they have established in a separate recorded document
	A covenant document shall be filed with the plat that includes the following statement "...In the future, when a potable water distribution and/or wastewater collection system becomes available to service the subdivision, service improvements and connection shall be made by the homeowner's association or by the property owners..."
	Certificate of Dedication statement as required in Section 126-6 (4) [a]
	The joinder and consent to dedication by mortgage or other party in interest must be executed as required by Section 177.081 Florida Statutes
	Certificate of Title statement as required in Section 126-6 (4) [c] – less than 30 days old
	Certificate of Surveyor as required in Section 126-6 (4) [d]
	Certificate of Approval by the City Council as required in Section 126-6 (4) [e]
	City Clerk Certificate as required in Section 126-6 (4) [f]
	"This instrument was prepared by (name and address of the person preparing the plat)"
	A CD in PDF format which includes ALL the application package text and graphics

CERTIFICATION

I, the undersigned, do hereby certify that I have read this Checklist and understand the requirements described therein. **I further understand that only application packages that have been determined complete by the Department prior to the agenda deadline will be scheduled for processing.**

Owner or Authorized Applicant Signature

Date

Transmit to: Planning & Zoning Department, 800 N. U.S. Hwy 27, Minneola, FL 34715
Phone: 352-394-3598, extension 171 or 172

Fax, or e-mail, submissions are not acceptable.

CITY OF MINNEOLA, FLORIDA
APPLICATION FOR FINAL PLAT
(Please type or write very clearly)

County 911 Approved Subdivision Name: _____

General Location and/or Street Address: _____

Alternate Key Number: _____

Project Area: _____ # of Units: _____ Density: _____ Zoning: _____

Typical Lot Size: _____ # of Phases: _____

Lots & Acres by Phase: _____

Acres of Recreation Area: _____ # Acres of Wetlands: _____

Acres of Roads & R/W: _____ Public or Private Streets: _____

Has this site been subject to any other development permit action in the last two years?

No _____ If Yes, provide the type of action and date of final action below.

Attach a copy of the Property Owner Authorization form.

Applicant Name: _____

Applicant Address: _____

Applicant Phone #: _____ Fax # and/or E-mail: _____

**CITY OF MINNEOLA, FLORIDA
APPLICATION FOR FINAL PLAT**

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone #: _____ Fax # and/or E-mail: _____

Person to be contacted regarding questions about this application (e.g. engineer, architect, attorney, etc.):

Contact Name: _____

Contact Address: _____

Phone #: _____ Fax #: _____ E-mail: _____

**CITY OF MINNEOLA, FLORIDA
APPLICATION FOR FINAL PLAT (cont'd)**

CERTIFICATION

I, the undersigned, do hereby certify that I have read the application and the relevant guidance material and understand the requirements described therein and that I will fully comply with all City, State and Federal regulations applicable to this project.

I understand that the application fee is non-refundable.

I further understand that I am responsible to reimburse the City for the actual advertising costs **AND** the actual consultants' review fees, if any. Said fees shall be paid within 30 days of receipt of the City's invoice **OR** further processing of the application will cease until the invoice is paid in full.

Applications need to be submitted by the 1st of the month to be considered at the next month's Planning & Zoning Commission meeting. Any and all supporting documents that need to be reviewed by the Commission need to be submitted by the 15th of the same month to be included in the packet for review.

I understand that only application packages that are determined complete by the Department will be scheduled for review.

Applicant Signature

Date

(For office use)

Project Name: _____

Application Fee Recieved: _____ Receipt #: _____

OWNER'S APPLICATION AUTHORIZATION
(Required if the property owner of record is not the applicant)

STATE OF FLORIDA

COUNTY OF LAKE

Before me, the undersigned authority, personally appeared _____
who being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcel(s) in this application.
2. That he/she desires to apply for a Subdivision Final Plat on land generally located at (insert legal description)

3. That he/she has appointed _____ to act as agent in his/her behalf to accomplish the above.
4. That he/she agrees to pay any costs associated with the application, review, and hearings for the above. _____
Owner's Signature

This is to certify that on _____, 20____ before me,
an officer duly authorized to take acknowledgments in the State and County aforesaid,
personally appeared _____ he/she is
personally known to me or has produced _____ as identification
and Did (Did Not) Take an Oath.

SEAL

Signature of Acknowledger

Acknowledger Name

Serial Number

My Commission Expires



City of
Minneola
FLORIDA

City of Minneola

800 N. US Hwy 27

Minneola, FL 34715

(352) 394-3598

Waiver / Disclaimer and Condition Pursuant to Chapter 166.033, Florida Statutes

Applicant: _____

Authorized Representative*: _____

Application Number: _____

Application Request: _____

I, _____ (Print Applicant / Authorized Representative*

name), on behalf of _____ (Applicant) hereby waive the deadlines and/or procedural requirements of Florida Statute Section 166.033 as the provisions of said statute apply to the above referenced application, including, but not limited to:

- 30-day Staff review of Applicant's application and/or response to Request for Additional Information
- 30-day requirement for Applicant's response to City's Request for Additional information
- The limitation of three (3) requests by the City of Minneola for additional information.
- Requirement of Final Determination on Applicant's application approving, denying, or approving with conditions within 120 or 180 days of the determination of incompleteness, as applicable.

I further acknowledge that the City offers weekly development review meetings on Thursdays for me to discuss any comments I received based on my submittal. It is my responsibility to request and schedule a meeting with the City if I have any questions.

Signature of Applicant or Authorized Representative*

Date

*Agent Authorization Form required.