

**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 www.municode.com.

General Requirements

- No subdivision application shall be scheduled for processing until the Planning & Zoning Department, hereinafter known as the Department, determines the application package is complete.
- **Since the application package completeness determination must occur PRIOR the agenda deadline date, do not wait until the deadline to submit the application package.**
- Resubmissions must comply with the agenda deadline date established by the Dept.
- All subdivision submissions must comply with the relevant requirements of Section 126 – 6 – Final Plats.
- All plats, plans and specifications must be signed and sealed by a Florida registered surveyor, landscape architect or engineer, as appropriate for the document.
- Construction plans expire within 18 months after approval unless a final plat has been recorded [sec.126-5 (e) (3)].
- If a subdivision is phased, each new phase must have its final plat recorded within 18 months of the date of the previous phase's final plat recording date.
- Commencement of construction of a new phase must begin within 18 months of completion and inspection of the previous phase.
- Final plats are reviewed by the Development Review Committee and the City Council.
- A plan or plat, of a subdivision before plan or plat approval and is officially recorded according to the terms of this chapter [section 126-6 (7)]. In addition to the following, all provisions specified in section 98-11 of this Code shall be adhered to [section 126-6 (7)(f)].
- A one-year maintenance bond shall be provided by the developer.
- Unless specifically stated otherwise, the City accepts no obligation for any maintenance or construction.
- All subdivisions shall be accepted in the manner described above or the City will withhold all improvements and maintenance.
- 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)].
- **Fax, or e-mail, submissions are not acceptable.**

**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 221 or 220*
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.

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