

# WINTER HAVEN

THE CHAIN OF LAKES CITY

## SUBDIVISION PLAT APPLICATION

### PLANNING DIVISION

451 Third Street, NW, Winter Haven, FL 33881

Phone: 863-291-5600 Email: [planning@mywinterhaven.com](mailto:planning@mywinterhaven.com)

#### For Official Use Only:

Date Received: \_\_\_\_\_ Fee Received: \_\_\_\_\_

#### CONTACT INFORMATION:

Name of Applicant/Property Owner: \_\_\_\_\_

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

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

Name of Agent (if applicable): \_\_\_\_\_

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

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

#### TYPE OF SUBDIVISION PLAT:

Preliminary Plat

Final Plat

#### PROPERTY INFORMATION:

Proposed Name of Subdivision: \_\_\_\_\_

Location of Subdivision: \_\_\_\_\_

If a Replat of an Existing Subdivision, Provide the Following:

Subdivision Name: \_\_\_\_\_

Plat Book and Page Number: \_\_\_\_\_

Zoning of Property: \_\_\_\_\_

Future Land Use of Property: \_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Total Number of Proposed Buildable Lots: \_\_\_\_\_

Total Number of Proposed Common Lots: \_\_\_\_\_

**SUBDIVISION INFRASTRUCTURE:**

Streets:     Public Streets     Private Streets     CDD

Total Center-Line Length (in feet) of All Internal Roadways: \_\_\_\_\_

Total Length (in feet) of Water Lines: \_\_\_\_\_

Total Length (in feet) of Wastewater Lines: \_\_\_\_\_ (Gravity) \_\_\_\_\_ (Force Main)

Total Length (in feet) of Reuse Lines: \_\_\_\_\_

Total Length (in feet) of Sidewalks (including those to be built later): \_\_\_\_\_

**FOR FINAL PLAT ATTACH/SUBMIT THE FOLLOWING ITEMS:**

- A. One (1) 24” x 36” print of a boundary survey describing lands being platted
- B. An AutoCAD file (.dwg) of the final plat and boundary survey
- C. Title Opinion for lands being platted
- D. Documentation establishing home or property’s owners association (if applicable)
- E. Copy of Homeowners Association Covenants and/or deed restrictions
- F. Detailed cost breakdown of all proposed improvements
- G. Scale drawing depicting any homes constructed on lots prior to approval of final plat
- H. One (1) 24” x 36” print of the plat
- I. One electronic record of the items above

**ITEMS REQUIRED PRIOR TO RECORDING THE PLAT:**

- 1. Updated Title Opinion for lands being platted (dated no more than two (2) months before recording date)
- 2. Three (3) original Mylar copies
- 3. Receipt showing taxes have been paid
- 4. Electronic version of the plat
- 5. Street light contract and/or letter (if applicable)
- 6. Street signage contract and/or letter (if applicable)
- 7. Recording fee, made payable to the Clerk of Courts, \$30 for the first page and \$15 each additional page (*Note: These amounts are subject to change*)
- 8. Consulting Surveyor’s fee
- 9. Construction costs (if applicable), to be verified by the Engineering Division , on outstanding items found during a walkthrough with the City
- 10. Letter of Credit or Performance Bond (if applicable)

**Note:** The application fee does not include professional survey review fee or recording fees, which will be required separately.

## **PROCESS FOR REVIEWING PLATS:**

All copies of plats shall be submitted to the Planning Division with a completed application, application fee, and all items listed above (A through I). Following receipt of the plat, the City will conduct an application sufficiency review within seven (7) business days of receiving the plat. Upon completion of the sufficiency review, the City will issue a Written Notice of Receipt letter, which shall identify any application deficiencies or deem the application package complete. Upon determination of a complete application package, the plat will be distributed to reviewing departments and the City Administrative Authority for review.

If you have any questions regarding the platting process, please contact the Planning Division at 863-291-5600.

Ownership Signature

(I) (WE) \_\_\_\_\_ being duly sworn, depose and say that (I) (WE) own one of more of the properties involved in this petition and that (I) (WE) have familiarized (myself) (ourselves) with the rules and regulations with respect to preparing and filing this petition and that the foregoing statements and answers herein contained and other information attached hereto present the arguments in behalf of the petition herein requested to the best of (my) (our) ability and that the statement and information above referred to are in all respects true and correct to the best of (my) (our) knowledge and belief.

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

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  personally known to me or  has produced \_\_\_\_\_ as identification and who (did) (did not) take an oath.

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

\_\_\_\_\_  
TYPED, PRINTED or STAMPED NAME OF NOTARY PUBLIC

Agent, lessee, or buyer signature

(I) (WE) \_\_\_\_\_

being duly sworn, depose and say that (I) (WE) serve as \_\_\_\_\_ for the  
Agent or Lessee

Owner(s) in making this petition and that the owner(s) (has) (have) authorized (me) (us) to act in this capacity. Further, (I) (WE) depose and say that the statements and answers herein contained and other information attached hereto present the arguments in behalf of the petition herein requested to the best of (my) (our) ability and that the statement and information above referred to are in all respects true and correct to the best of (my) (our) knowledge and belief.

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

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  personally known to me or  has produced \_\_\_\_\_ as identification and who (did) (did not) take an oath.

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

\_\_\_\_\_  
TYPED, PRINTED or STAMPED NAME OF  
NOTARY PUBLIC