



CITY OF FORT PIERCE COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

COMPREHENSIVE PLANNING ♦ DEVELOPMENT REVIEW
HISTORIC PRESERVATION ♦ URBAN DESIGN ♦ URBAN FORESTRY ♦ ZONING

APPLICATION FOR SUBDIVISION REVIEW (Preliminary and Final Plat)

Subdivision Name: _____

1. Legal description for which a subdivision approval is being requested : _____

2. Property Tax ID of parent parcel: _____
Total Acreage: _____

3. Property address: _____

4. Project description: _____

5. Zoning District: _____

6. Future Land Use: _____

7. Number of proposed parcels: _____

8. Typical lot size: _____

9. Name of Owner(s): _____
Signature of Owner(s): _____
Mailing Address: _____
(City) _____ (State) _____ (Zip) _____
Phone # _____

10. Name of Applicant: _____
Signature of Applicant: _____
Mailing Address: _____
(City) _____ (State) _____ (zip) _____
Phone # _____

11. Name of Representative: _____
Signature of Representative: _____
Mailing Address: (Street) _____
(City) _____ (State) _____ (zip) _____
Phone # _____ Fax # _____
E-mail: _____

APPLICATION REQUIREMENTS:

1. Application fee of \$100 for 1 acre or part thereof, plus \$30 for each additional acre or part thereof. Max \$1,000
2. Preliminary Plat Plans – copies: 13 – Technical Review; 17 - Planning Board; 12 – Commission
3. Final Plat Plans – copies: 1 – Department Review; 12 + 2 Mylars – Commission

A meeting will be required before any submittals are accepted

SUBDIVISION APPLICATION INFORMATION

Section 18-10. Plat Specifications

A. Preliminary Plat Specifications

1. The preliminary plat shall represent the entire area which the sub divider contemplates developing, including possible unit divisions not scheduled for immediate development.
2. Thirteen (13) copies of the preliminary plat shall be submitted along with the application for preliminary plat approval. Folded and collated
3. The preliminary plat shall be prepared by a land survey or registered in the State of Florida and shall contain the following information:
 - a. Proposed name of subdivision
 - b. Name and address of owner on record
 - c. Name, address and telephone number of sub divider
 - d. Scale, north arrow, and date plat were drawn
 - e. Boundary lines of the tract indicated by a heavy line giving approximate dimensions.
 - f. Approximate number of lots and typical lot size
 - g. Divisions or state development, if any, proposed by the sub divider
 - h. Natural and manmade features within the proposed subdivision, including drainage, channels, bodies of water, or other significant features.
 - i. Contour lines, having a one-foot interval
 - j. Development features such as rights-of-ways and pavement widths, easements including their purpose and width, and other dedications, including their purpose.
 - k. Names of adjacent platted subdivisions
 - l. Names of adjacent unplatted property owners
 - m. Location and size of nearest water, sewer, and storm drainage lines that will serve the subdivision.
 - n. Certificate of Preliminary Plat preparation.
 - o. Vicinity sketch showing the relation of the proposed subdivision to adjoining property and the city.
 - p. Name and address of the engineer and/or surveyor who prepared the plat and design improvements be listed on the preliminary plat.
 - q. Certification from the developer's engineer whether federal, state, or local agencies have jurisdiction over the proposed project.
4. After the preliminary plat has been approved by city commission, and before submission of the final plat, the following detailed plans prepared by an engineer registered in the state, shall be submitted to the director of development for review and distribution to affected departments and/or agencies:
 - a. Two (2) sets of construction plans of the proposed streets, including storm sewer and sanitary sewer and will show the following:
 1. All lateral widths.
 2. Centerline profile grade relative to elevations of adjacent properties at the right-of-way line.
 3. Elevations at points of grade (tangent).
 4. Curve data for horizontal and vertical curves.
 5. Pipe size, grade, and location of manholes, and inlets.
 6. Stationing at intervals of one hundred (100) feet minimum and all of new construction.
 - b. Two (2) sets of construction plans of the proposed water system that will serve the subdivision showing the size and location of mains and services.

- c. Construction plans shall be drawn on profile paper having sheet size of twenty-four (24) inches by thirty-six (36) inches. Also, that plans be drawn at as large a scale as practicable.
 - d. Two (2) sets of drainage plans, which may be part of the construction plans, and which shall conform to drainage requirements found in the South Florida Water Management District Permit Information Manual, Volume IV.
5. Approval of the plans specified in section 18-10(a)(4) must be received before construction commences.
 6. Whenever Fort Pierce Utilities Authority electrical energy is proposed to be used, the subdivider shall consult with the Utilities Authority. The Utilities Authority shall arrange for the furnishing of electrical energy in accordance with the regulations of the Fort Pierce Utilities Authority.
 7. Whenever Fort Pierce Utilities Authority gas energy is proposed to be used, the subdivider shall consult with the utilities authority. The authority shall arrange for the furnishing of gas energy in accordance with the regulations of the Fort Pierce Utilities Authority.

B. Final Plat Specifications

1. The final plat shall substantially conform to the preliminary plat; it may, however, represent only that portion of the approved preliminary plat which the subdivider proposes to develop and record at any one (1) time, provided that such portion conforms to the requirements of this chapter.
2. The submittal of the final plat shall consist of the original drawing, and two (2) mylar reproducible prints thereof. The submission shall be to the director of development.
3. The final plat shall be clearly and legibly drawn at a scale no less than one (1) inch equals fifty (50) feet and shall be on sheets no smaller than twenty-four (24) inches by thirty-six (36) inches.
4. The final plat shall contain the following information:
 - a. Name of subdivision.
 - b. Name of subdivider.
 - c. Date of survey, date of plat drawing, graphic scale, north arrow.
 - d. Indication of reference bearings.
 - e. Location of tract (township, range, section) and acreage.
 - f. Index map, if more than one sheet is required to present map.
 - g. Boundaries of the tract with distances measured to the nearest one-one hundredth (1/100) foot and angles to the nearest second. Tract boundaries shall be determined by accurate survey in the field.
 - h. Location of right-of-way widths and names of all streets within and immediately adjoining the plat. Street name duplications shall be avoided and all street names approved by the city commission.
 - i. Lot lines with dimensions to the nearest one-one hundredth (1/100) foot.
 - j. Location of all permanent tract boundary monuments.
 - k. Blocks lettered alphabetically or numbered numerically; within each block, lots or sites numbered in numerical order.
 - l. Location dimensions and purposes of: Easements; public service utility right-of-way lines, areas (other than streets) to be reserved, donated, or dedicated to public use; sites for other than residential use with notes stating their purpose and limitations; and any areas to be reserved by deed covenant for common uses of all property owners within the subdivision.
 - m. Certificates, as specified in section 18-10(c)(2).