

City of Temple Terrace



Guide to Platting Application and Process

June 2018

PLATTING: PROCEDURE OVERVIEW

The purpose of Platting Process is to review and create a legal document that enables the division of property into lots or the redivision/recombination of previously platted property proposed to be altered. There are four basic steps to the platting process: **pre-application conference, preliminary plat approval, construction plan approval, and final plat approval.** From the pre-submission conference to final plat approval, the platting process typically takes a minimum of six (6) months based upon the number of revisions.

Step One: A mandatory Pre-Application Conference with Community Development and the Public Works/Engineering Department is held to determine property eligibility, identify application submittal requirements, discuss City service provisions, and answer questions.

Step Two: Property Owner/Applicant submits Platting Application, Preliminary Plat and supporting information/documents.

Community Development Department reviews submitted materials. The Development Review Committee (DRC) is comprised of representatives for the various City departments that review and report on the Application based on their specific duties and responsibilities. A Development Review Committee Meeting is held to Approve, Return for Revisions, or Deny the Preliminary Plat and supporting information/documents. Upon receipt of the DRC's review report, the applicant may appeal any disapproval regarding the preliminary plat to the City Council.

Step Three: After Preliminary Plat Approval, the Property Owner/Applicant submits the Construction Plans directly to the Temple Terrace Community Development Department. Public Works/Engineering and coordinating departments perform technical review of submitted materials.

Step Four: After Construction Plan Approval, the Property Owner/Applicant submits the Final Plat directly to the Temple Terrace Community Development Department. The applicant shall file a final plat covering all or part of the approved preliminary plat within six (6) months from the date of the issuance of the report from the Development Review Committee or the City Council's decision in the case of an appeal, otherwise that preliminary plat approval shall be deemed withdrawn. An extension may be granted by the City Council for reasons beyond the control of the applicant.

Step Four

Engineering reviews submitted materials.

Following review of the final plat by the Development Review Committee, the City Engineer shall forward the final plat to the City Council for approval.

Following final approval by the City Council, the City Engineer shall coordinate final plat recording at the office of the Clerk of the Circuit Court. After a Final Plat has been approved, three (3) prints of as-built drawings showing the improvements that have been constructed according to the approved subdivision construction plans, and a copy of the financial guarantee for completion of required improvements shall be filed with the City Engineer before said plat shall be recorded. Upon recording by the Clerk of the Circuit Court, the subdivider shall furnish the City one reproducible Mylar and two blue line prints of the recorded plat.



SUBDIVISION PLAT APPLICATION

Application Number _____

Date: _____

SUBDIVISION PLATTING PROCESS SCHEDULE OF FEES		
Preliminary Subdivision Plan	Less than 50 lots	\$1,500.00
	50+ lots	\$3,000.00
Final Plat	Less than 50 lots	\$1,000.00
	50+ lots	\$3,000.00

Name of Owner: _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Name of Applicant: _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

NOTE: Please fill out the Authorized Agent Affidavit if the zoning reclassification is being applied for by someone other than the property owner.

PROJECT INFORMATION:

Project Name: _____

Address of Property: _____

Parcel Acreage: _____ Will project be phased? (circle one) Yes No

If circled "yes", provide timeline for all proposed phases in an attachment to the application.

Please indicate that the following information is included in the application package.

- Executed Subdivision Plat Application
- Preliminary Plat Submission fee
- Fifteen (15) copies of the preliminary plat in accordance with Section 12-354
- A School Concurrency Application shall be submitted for review and evaluation for accordance with Chapter 12, Article X - Division 2 Concurrency Management for Public School Facilities.
- A Transportation Concurrency Application shall be for review and evaluation for accordance with Chapter 12, Article X - Division 3 Multimodal Transportation Concurrency Management.

IF ALL THE REQUIRED INFORMATION DETAILED ABOVE IS NOT SUBMITTED AT THE TIME OF APPLICATION, THE PLAT APPLICATION PACKET WILL NOT BE ACCEPTED BY THE COMMUNITY DEVELOPMENT DEPARTMENT.

SIGNATURE OF APPLICANT/OWNER:

I hereby certify that I am (we are) owner(s) of record of the above described property or I (we) have written permission from the owner(s) of record (copy of authorized agent affidavit attached) to request this action. I hereby certify that the information submitted on this application is true and correct to the best of my knowledge at the time of application.

APPLICANT NAME: _____

ADDRESS: _____

CITY/ST/ZIP: _____

SIGNATURE OF APPLICANT/OWNER

NOTE: All persons having a legal or equitable ownership interest in the property must sign the application (attach an *Additional Owner Information Sheet* if necessary). Publicly held corporations must provide the name and address of the corporation and principal executive officers.

NOTARY FOR SIGNATURE:

The foregoing instrument was acknowledged before me this _____ day of _____, 20
by _____ who is personally know to me or produced
_____ as identification and who did _____ or did not _____ take an oath.

Signature of Notary Public – State of Florida, County of _____

Printed name of Notary Public - State of Florida, County of _____

My Commission expires: _____ (seal)



Construction Plan Submittal Checklist - Please indicate that the following information is included in the submittal package.

- Letter of Transmittal that explains the specifics on the proposed plat in accordance with Section 12-356(c)(1).
- Seven (7) copies of the construction plans in accordance with Section 12-356(c)(2) which also include;
 - Typical roadway cross-section and profiles
 - Floodplain analysis
 - Erosion and stormwater runoff control plan
 - Utilities plan
- Trust Indenture. A draft of any trust indenture proposed for the plat describing proposed covenants, restrictions and conditions applicable to the property. In the event the plat includes streets, open space or other facilities commonly usable and accessible to the residents of the development, said trust indenture shall provide for assessments to be levied against the property owners within the development to maintain, repair and replace said facilities or open space areas as necessary. Trust indenture shall include a statement that zoning applies unless covenants are more restrictive.



Final Plat Submittal Checklist - Please indicate that the following information is included in the submittal package.

- Fifteen (15) copies of the final plat in accordance with Section 12-357 (f) and (g).
- Final Plat Fee
- Financial Guarantee in accordance with 12-357 (i). Unless all required improvements have been satisfactorily completed, an acceptable financial guarantee for required improvements shall accompany every plat which is to be recorded to ensure the actual satisfactory completion of construction of all required improvements within not more than two (2) years following the date of recording.
- Other documentation as delineated in Section 12-357 (h) (1 – 7) which is delineated below;
 - A title opinion of an attorney licensed in the State of Florida or a certification by an abstractor or a title company stating that the public records identify that the title to the land as described and shown on the plat is in the name of the person, persons, or corporation executing the dedication.
 - Certification by a registered land surveyor that the plat represents a survey made by that individual.
 - Certification that all real estate taxes have been paid.
 - Every plat of a subdivision or condominium filed for record shall include any required dedication by the applicant.
 - Pursuant to Chapter 12, Article X - Division 2 a written report from the School District identifying a Finding of Available School Capacity
 - Pursuant to Chapter 12, Article X – Division 3, a certificate of transportation concurrency or a conditional certificate of transportation concurrency issued by the City of Temple Terrace.
 - Any existing or proposed private restrictions and trusteeships and their periods of existence shall be filed as a separate instrument and reference to such instrument shall be noted on the final plat.