

GADSDEN COUNTY
BUILDING & PLANNING DEPARTMENT
1-B East Jefferson Street, Post Office Box 1799, Quincy, FL 32353-1799
Phone: (850) 875-8663 Fax: (850) 875-7280
E-mail: planning@gadsdencountyfl.gov Web site: www.gadsdencountyfl.gov

CONCEPTUAL PLAT APPLICATION (Major Subdivision)

Name of Proposed Subdivision: _____

Parcel Tax Parcel ID #: _____

Property Owner/Applicant: _____

If the applicant is not the property owner an 'Authorization to Represent' is required.

Address: _____

City: _____ State _____ Zip Code _____

Telephone number: _____ Cell #: _____

E-mail address: _____

Engineer of Record: _____

Address: _____

City: _____ State _____ Zip Code _____

Telephone number: _____ Cell #: _____

E-mail address: _____

Subdivision Information:

Number of Lots Proposed: _____ Total Acreage: _____

Future Land Use Category (from Future Land Use Map): _____

Gross Density (units per acre): _____ Net Density (Rural Residential): _____

Open Space Area: _____ Flood Zone Area: _____

Environmental Resources Area: _____ Stormwater Facilities Area: _____

Right-of-Way Area: _____

Name of Proposed Roadway, if applicable: _____

Submittal Requirements:

- _____ 1. Five (5) copies of the completed application and 24" by 36" signed and sealed plans; One (1) 11" by 17" copy of signed and sealed plans; and, a .pdf copy. Plans are to address the requirements of Subsection 6202 and comply with the development standards of the Gadsden County Land Development Code and Stormwater Policies and Procedures Manual. Include a data table.
- _____ 2. Application fee \$360 plus \$12 per lot.
- _____ 3. Draft agreements and covenants (Home or property owner's association documents).

- _____ 4. A (1) copy of a Title opinion meeting the requirements of §177.041 F.S. and equivalent (deed) with legal description depicting the parcel to be subdivided.
- _____ 5. A (1) signed and sealed boundary survey with the legal description of the parcel to be subdivided and dimensional information.
- _____ 6. Demonstrate compliance with the Citizen Growth Management & Planning Bill of Rights. Include a copy of citizen participation plan, public hearing notice and newspaper notification. Provide summary of citizens meeting and verification of attendance (sign in sheet).
- _____ 7. E-911 approved subdivision and roadway name, if applicable.
- _____ 8. Depth to water table boring test results unless lots created are greater than three (3) acres in size.

NOTICE: Conceptual approval shall remain in effect for six (6) months. If the preliminary plat is not submitted within that time, the approval shall be null and void and no preliminary plat will be accepted for review until a new application for conceptual review is submitted, with the applicable fee, and approved pursuant to this ordinance.

___ I AM THE OWNER,

___ I AM THE LEGAL REPRESENTATIVE OF THE OWNER (Attach Affidavit to Represent), I declare that I have read said application and all sketches and data and matter attached to and made a part of said application are honest and true to the best of my knowledge and belief. I understand that by signing this document, I am giving the County or agent thereof the authority to duplicate, disseminate, and reproduce any and all items submitted as part of this request, whether copyrighted or not.

Sworn to and subscribed before me this _____ day of _____, 20_____.

By _____

Who is personally known to me or produced I.D. and did take an oath.

 NOTARY PUBLIC, State of Florida at Large

My
 Commission
 Expires: _____

PLACE SIGNATURE BLOCK ON COVER OF CONCEPTUAL PLAT PLAN SET:

GADSDEN COUNTY CONCEPTUAL PLAT APPROVAL	
FILE NO. -	_____
TAX ID #:	_____
_____	_____
Building Official or designee	Date

**GADSDEN COUNTY
BUILDING & PLANNING DEPARTMENT**

1-B East Jefferson Street, Post Office Box 1799, Quincy, FL 32353-1799

Phone: (850) 875-8663 Fax: (850) 875-7280

E-mail: planning@gadsdencountyfl.gov Web site: www.gadsdencountyfl.gov

PRELIMINARY PLAT APPLICATION - (Major Subdivision)

Name of Proposed Subdivision: _____

Parent Tax Parcel ID #: _____

Property Owner/Applicant: _____

If the applicant is not the property owner an 'Authorization to Represent' is required.

Address: _____

City: _____ State _____ Zip Code _____

Telephone number: _____ Cell #: _____

E-mail address: _____

Engineer of Record: _____

Address: _____

City: _____ State _____ Zip Code _____

Telephone number: _____ Cell #: _____

E-mail address: _____

Subdivision Information:

Date of Conceptual Approval: _____ Future Land Use Category: _____

Number of Lots Proposed: _____ Total Acreage: _____ Open Space Area: _____

Gross Density (units/acre): _____ Net density (units/acreage less wetlands in Rural Residential): _____

NFIP Panel #: _____ Flood Zone Area: _____ ROW Area: _____

Wetlands & Environmental Resources Area: _____ Area in stormwater facilities: _____

Name of Proposed Roadway: _____ Private or Public Ownership: _____

Submittal Requirements:

- _____ 1. Five (5) copies of the completed application and folded 24" by 36" signed and sealed plans; One (1) 11" by 17" copy of signed and sealed plans; and, a .pdf copy. Plans are to address the requirements of Subsection 6202 & 6203 and comply with the development standards of the Gadsden County Land Development Code and Stormwater Policies and Procedures Manual. Include signature block and a data table.
- _____ 2. Application fee \$450 plus \$12 per lot.
- _____ 3. Draft agreements and covenants (Home or property owner's association documents).
- _____ 4. A (1) copy of a title opinion or equivalent conveyance (deed) with legal description depicting the parcel to be subdivided consistent with description on survey.
- _____ 5. A (1) signed and sealed boundary survey with the legal description of the parcel to be subdivided and dimensional information.

- _____ 6. Demonstrate compliance with the Citizen Growth Management & Planning Bill of Rights. Include a copy of citizen participation plan, public hearing notice and newspaper notification. Provide summary of citizens meeting and verification of attendance (sign in sheet).
- _____ 7. E-911 approved subdivision and roadway name, if applicable.
- _____ 8. Depth to water table boring test results unless lots created are greater than three (3) acres in size.

NOTICE: The final plat application must be submitted within nine (9) months of preliminary plat approval. If the final plat is not submitted within that time, the preliminary approval shall be null and void and no conceptual and preliminary plat applications will be accepted until a new application is submitted, with the applicable fee, and approved pursuant to this ordinance. One ninety (90) day extension may be granted if requested in writing and approved prior to the expiration of the preliminary plant

___ I AM THE OWNER,

___ I AM THE LEGAL REPRESENTATIVE OF THE OWNER (Attach Authorization to Represent), I declare that I have read said application and all sketches and data and matter attached to and made a part of said application are honest and true to the best of my knowledge and belief. I understand that by signing this document, I am giving the County or agent thereof the authority to duplicate, disseminate, and reproduce any and all items submitted as part of this request, whether copyrighted or not.

Sworn to and subscribed before me this _____ day of _____, 20_____.

By _____

Who is personally known to me or produced I.D. and did take an oath.

NOTARY PUBLIC, State of Florida at Large

My
Commission
Expires: _____

PLACE SIGNATURE BLOCK ON COVER OF PRELIMINARY PLAT PLAN SET:

GADSDEN COUNTY PRELIMINARY PLAT APPROVAL	
PRELIMINARY PLAT PLAN FILE NO. -	_____
TAX ID Parcel ID #:	_____
_____	_____
Building Official or designee	Date

GADSDEN COUNTY
BUILDING & PLANNING DEPARTMENT
1-B East Jefferson Street, Post Office Box 1799, Quincy, FL 32353-1799
Phone: (850) 875-8663 Fax: (850) 875-7280
E-mail: planning@gadsdencountyfl.gov Web site: www.gadsdencountyfl.gov

SUBDIVISION SITE IMPROVEMENT CONSTRUCTION REVIEW APPLICATION

1. **Name of Subdivision:** _____

2. **Applicant Name*:** _____
Contact Person (if Corporation): _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Telephone: () _____ **Fax:** () _____
E-mail: _____
*If other than owner a completed affidavit to represent is required.

3. **Engineer of Record:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Telephone: () _____ **Fax:** () _____
E-mail: _____

6. **Project Address:** _____
7. **Parcel ID #:** _____
8. **Number of Lots:** _____ **Acreage:** _____
Area of Wetlands: _____ **Area of Right-of-Way:** _____
9. **Future Land Use Designation:** _____

10. **Utility Main Construction/Extension: (Please check at least one)**
None _____ **Lift Station** _____
Water _____ **Reclaimed** _____
Sewer _____ **Force Main** _____

11. **Dedicated Improvements: (Please check applicable improvements.)**
None _____ **Lift Station** _____
Water _____ **Reclaimed** _____
Sewer _____ **Force Main** _____
Roadways _____
Park Land _____

12. List Utility Providers: _____ Water _____ Potable Well
_____ Sewer _____ Septic
_____ Electric _____ Advanced Treatment

Applicant or Owner agrees to, and shall, reimburse the County all monies paid for inspection performed outside the regular 40-hour work week and holidays. These monies shall include 30% for fringe benefits and shall be in excess of fees paid to the County for inspection.

Applicant Signature

Date

Print Name

*For Subdivision Construction Fees see checklist below.

COVER SHEET

THE RIGHT PORTION OF THE CONSTRUCTION PLAN COVER SHEET SHALL BE RESERVED FOR THE FOLLOWING INFORMATION AND DATA:

1. Your title block, Revision Dates, Seal, Address, etc.
 2. Signature Block for P&CD and County approval stamps and stipulations.
 3. Erosion & Sedimentation Control requirements of County Code Subsections 6104.B. and 5401.B.
 4. Gadsden County specification reference notes as applicable:
 - a. "WATER DISTRIBUTION SYSTEM CONSTRUCTION SHALL COMPLY WITH THE LATEST TECHNICAL PROVISIONS FOR CONSTRUCTION OF WATER DISTRIBUTION SYSTEM ISSUED BY THE SERVICE PROVIDER."
 - b. "SANITARY SEWER SYSTEM CONSTRUCTION SHALL COMPLY WITH THE LATEST TECHNICAL PROVISIONS FOR CONSTRUCTION OF SANITARY SEWER SYSTEM ISSUED BY THE SERVICE PROVIDER."
 - c. "SANITARY SEWER LIFT STATION CONSTRUCTION SHALL COMPLY WITH THE LATEST TECHNICAL PROVISIONS FOR CONSTRUCTION OF SANITARY SEWER LIFT STATION ISSUED BY THE SERVICE PROVIDER."
 - d. "SOLID WASTE PICK-UP SHALL BE PROVIDED THROUGH THE COUNTY'S SOLID WASTE PROVIDER UNLESS A SPECIFIC EXEMPTION IS GRANTED."
- USE THE DATE AS SHOWN ON FRONT PAGE OF SPECIFICATION THAT IS BEING REFERENCED.

GADSDEN COUNTY CONSTRUCTION/ FINAL SITE PLAN APPROVAL	
Subdivision File # - _____	
TAX PARCEL ID #: _____	
_____	_____
Building Official or designee	Date
_____	_____
County Engineer	Date

<i>Date Received</i>	Subdivision Application Checklist & Preconstruction Review Requirements
	Construction Plan Review Application w/ Plan Review fee (fee based on schedule, Sept. 2, 2014) \$500.00
	Certified Boundary, Topo & Tree Survey - (with overlay of proposed improvements shown)
	Affidavit of Ownership &/ or Authorization to Represent
	Concurrency Application Package w/ Concurrency Fee (\$110.00)
	Stormwater Permit Application w/ \$300.00 Fee with Drainage Plan & Calculations to be forwarded to the County Engineer for review.
	Stormwater Maintenance Agreement, if applicable
	Tree Permit Application \$100.00, if applicable
	Erosion & Sedimentation Control Permit Application (\$100.00)
	Written Preliminary Plat Approval confirmation
	Certified Water System Analysis for Fire Flow (Gadsden County Fire Chief's criteria: 20 psi residual pressure; 10 fps velocity; 6 hr. duration) (also check with utility provider). Fire Hydrant Location.
	Estimated Cost of Overall Site Improvements
	Estimated Cost of Dedicated Utilities
	Final Inspection Fee \$200
	Utility Provider Water Permit Applications, if applicable
	Utility Provider Sewer Permit Applications, if applicable
	County (\$35) or FDOT Driveway Permit, if applicable.
	Meter Placement Bond (fee based on overall cost estimate)
	Overtime Inspection Bond (N/A)
	As-built Inspection Bond (N/A)
	Right-of-Way Restoration Bond (N/A)
	FDOT Util. Permit Applications to Operate & Maintain
	Lift Station Calculations
	Copies of State, Federal and other permits applied for
	Preconstruction Conference, Contact Construction Compliance Officer (850)545-4185
	Size Meter needed for this project

*All fees listed above may be submitted on one check made payable to the Gadsden County Board of County Commissioners (BOCC). The Concurrency fee, Erosion & Sediment Control Permit fee, the Tree Permit fee, the Inspection fee and the Stormwater Management Review fee are to be paid in addition to and at the time of the Construction/Final Plan Application submittal.

**The Inspection fee, As-Built Inspection fee and additional inspection fees are to be submitted with the As-Built submittal.

GADSDEN COUNTY CERTIFIED DEDICATED IMPROVEMENT COST ESTIMATE

COUNTY PROJECT NO: _____
 PROJECT NAME: _____
 PREPARED BY: _____ PHONE: _____
 ENGINEER OF RECORD: _____ PHONE: _____
LABOR & MATERIALS

GENERAL CATEGORY	QUANTITY/UNITS	UNIT COST	TOTAL
_____	_____	_____	_____
_____	_____	_____	_____
		TOTAL	_____

(Use additional pages as necessary)

ESTIMATOR SHALL PROVIDE DETAILED LINE ITEM BREAKDOWNS OF ALL DEDICATED SYSTEMS.

UTILITIES & IMPROVEMENTS:	TOTALS:
Water system (include: valves, laterals, hydrants and bends)	_____
Sewer System (include: laterals and manholes)	_____
Roads (include: subgrade, base, asphalt & C & G)	_____
Road Drainage (include: curb inlets, french drain and piping to retention).	_____
Re-Use (include all appurtenances)	_____
Grand Total: \$	_____

 Engineer or Certified Contractor Signature _____
 Date

Seal:

**GADSDEN COUNTY
STORMWATER PERMIT AND CERTIFICATION**

County Project #: _____ Date Received: _____

INCLUDE THIS COMPLETED DOCUMENT WITH THE STORMWATER CALCULATIONS & PLANS TO BE REVIEWED BY THE COUNTY ENGINEER.

Project Name: _____

Parcel I.D. #: _____ Acreage of site: _____

Owner/Developer: _____

Address: _____

Phone: (____) _____ Fax #: (____) _____

E-mail: _____

Authorized Representative (if applicable): _____

Address: _____

Phone: (____) _____ Fax #: (____) _____

E-mail: _____

Project Area/Acreage: _____ Total Parcel Acreage: _____

Pre- Development Impervious Area: _____ Post- Development Impervious Area: _____

No underground or aboveground construction of any facility or building shall commence on site in question without the County Engineer's approval.

I hereby certify that the above-mentioned plans are in substantial compliance with the Gadsden County Stormwater Policies and Procedures Manual.

Design Engineer _____ SEAL:

P.E. Number: _____

Corporation: _____

Address: _____

Phone: _____ Date: _____

County Engineer's Stormwater Permit approval:

Signature: _____

Title: _____

Date: _____

GADSDEN COUNTY BUILDING & PLANNING DEPARTMENT
1-B East Jefferson Street, Post Office Box 1799, Quincy, FL 32353-1799

PLANNING DIVISION

Phone (850) 875-8663 Fax (850) 875-7280

E-mail: planning@gadsdencountyfl.gov Web site: www.gadsdencountyfl.gov

APPLICATION FOR CONCURRENCY REVIEW

Parcel Identification Number: _____

Location/Address: _____

Property Owner (Print): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Authorized Representative (Print): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Concurrency Requirements are outlined in Chapter 8 of the Gadsden County Land Development Code. Preliminary Development Orders may be issued without a concurrency evaluation. At the applicant's option, concurrency evaluation for water and wastewater services may be deferred until building permit or tap is requested, but no building permit will be issued until concurrency review for water and wastewater is complete.

Size of the project parcel: _____ Land Use Classification: _____

Specific Uses or uses proposed to be expanded: _____

Phase #: _____ Total Number of Phases: _____ Residential Units: _____

Gross Floor Area (GFA) or Square footage and number of units for each phase:

Existing GFA, # of units and square footage: _____

Proposed GFA, # of units and square footage: _____

Total GFA, # of units & density: _____

Traffic Impacts:

ITE Code and Existing Level of Service (Attach additional tables & data if necessary.)

Include Trips generated by the proposed project using the latest ITE Trip-Generation Handbook.

ITE Code	Land Use	# Units	Daily Trips	Peak Hour Trips
Totals				

Include the following information for State & County roads impacted by the proposed development.

Road	Segment	Maximum Service Volume	LOS	Existing Peak Hour Volume	PM Peak Hour Trips Added	New Peak Hour Volume

LOS standards do not apply to local roads. Information required can be obtained from the FDOT District 3 Level of Service Tables at <http://www.fdot.gov/planning/systems/programs/SM/los/districts/district3/2016/Gadsden.pdf>.

Turn Lane Analysis will be required for major projects as required by FDOT.

Public School Capacity:

Planning will calculate impact to LOS based on # of Residential units proposed.

Parks:

Planning will calculate impact to LOS based on # of Residential units proposed.

I hereby certify that the information contained in this application is true and accurate and that I am either the owner or the subject property, or am the authorized representative of the property owner in regards to this matter.

_____ I AM THE OWNER

_____ I AM THE LEGAL AUTHORIZED REPRESENTATIVE OF THE OWNER (Reference attached affidavit of ownership or Authorization to Represent submitted with development permit application to Gadsden County)

Signature of Owner or Authorized Representative

Date

GADSDEN COUNTY BUILDING & PLANNING DEPARTMENT
1-B East Jefferson Street, Post Office Box 1799, Quincy, FL 32353-1799
Phone: (850) 875-8663 Fax: (850) 875-7280
E-mail: planning@gadsdencountyfl.gov Web site: www.gadsdencountyfl.gov

EROSION & SEDIMENTATION CONTROL PERMIT

Project Name: _____
Parcel ID #: _____
Property Owner: _____
Authorized Representative (If Applicable): _____
Address: _____
Phone: () _____ Fax: () _____
Approx. Starting Date: _____ Approx. Completion Date: _____

APPLICANT MUST ALSO APPLY TO THE PLANNING DIVISION FOR A TREE PERMIT PRIOR TO COMMENCING ANY CLEARING ACTIVITY IF THE SITE CONTAINS TREES.

Owner or Authorized Representatives Signature Date

FOR OFFICE USE ONLY

Comments: _____

Approved: Denied:

Construction Compliance Officer Date

\$100.00 FEE

Gadsden County Building & Planning Department
1-B East Jefferson Street, Post Office Box 1799, Quincy, FL 32353-1799
Phone: (850) 875-8663 Fax: (850) 875-7280

E-mail: planning@gadsdencountyfl.gov Web site: www.gadsdengov.gov

DRIVEWAY CONNECTION PERMIT APPLICATION

PROPERTY INFORMATION

Parcel Tax I.D. # _____ Subdivision Name: _____

Location Address: _____

Number of Connections to Public Streets: _____ # of Driveways: _____

OWNERSHIP INFORMATION:

Owner: _____ Phone: _____

Mailing Address: _____

Owner's Representative: _____

Phone #: _____ E-Mail: _____

Fee: \$35.00 stand-alone Paid (Circle)

Upon submittal of a complete application along with a site plan drawing that showing the location of the proposed driveway with dimensions, the proposed driveway location shall be marked by flags provided by the Planning Division.

Minimum Driveway Width: 18' Minimum Culvert Diameter (Public Roads): 24"
Minimum Culvert Length: 24' Minimum Culvert Diameter (Private Roads): 18"

DRIVEWAY CULVERTS ARE REQUIRED TO BE CONSTRUCTED WITH MITERED ENDS INCLUDING POURED CONCRETE COLLARS OR HEADWALLS (Subsection 6102.D.)

The applicant/owner for self, heirs, assigns and successors in interest, binds and obligates self to save and hold Gadsden County harmless from any and all damages, claims or injuries caused in whole or in part by applicant that may occur by reason of this construction, said facility design, maintenance or continuing existence of connection and obligates by way of the approved permit to construct the driveway connection in accordance with the approved permit. Failure to do so can result in a code enforcement action.

I, the applicant/authorized representative listed above, understand the requirements of the Gadsden County Stormwater Policies & Procedures Manual and Land Development Code for construction of a culvert and agree to construct said culvert in compliance with County & State regulations.

Signature: _____ Date: _____

COUNTY STAFF DETERMINATION

PERMIT APPROVED: _____ PERMIT DENIED: _____

Comments: _____

Signature Authorized Staff: _____ Date: _____

Title: _____

**GADSDEN COUNTY
AUTHORIZATION TO REPRESENT**

If the applicant is not the property owner an 'Authorization to Represent' is required.

This letter serves as notice that on this date: _____, 20_____

I/We, _____
(Print name of property owner(s) and/or entity & authorized representative)

Hereby give authorization to,

(Print name of authorized representative or entity. Print the name of all individuals representing the entity)

Address City Zip Code

Telephone number E-mail Address

To apply for an _____ application and all necessary permits as part of the Gadsden County, Florida review process from the Gadsden County Building & Planning & Department for the property described below:

_____ (Parcel
identification number) _____
(E911 address)

(Signature of property owner or entity & representative) _____
(Print name of property owner and/or entity)

STATE OF FLORIDA, COUNTY OF GADSDEN

Sworn to and subscribed before me this _____ day of _____, 20_____, who is

Personally Known _____ or Produced Identification _____

(Signature of Notary of Public – State of Florida) _____
(Name of notary – typed, printed or stamped)

Notary Seal

GADSDEN COUNTY
BUILDING & PLANNING DEPARTMENT
1-B East Jefferson Street, Post Office Box 1799, Quincy, FL 32353-1799
Phone: (850) 875-8663 Fax: (850) 875-7280
E-mail: planning@gadsdencountyfl.gov Web site: www.gadsdencountyfl.gov

APPLICATION FOR FINAL PLAT

This Final Plat application must be completed and submitted with all enclosures (See Subsections 6204 & 6205 of the Gadsden County Land Development Code). The application will then reviewed and referred to the Planning Commission for recommendation and then to the Gadsden County Board of County Commissioners for its review and approval. The Final Plat must be recorded and infrastructure completed and accepted prior to sale of lots.

NAME OF SUBDIVISION: _____

PARCEL ID #: _____

1. **PROPERTY OWNER(Print):** _____
CONTACT PERSON (If Corporation): _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
TELEPHONE: () _____ **FAX:** () _____
E-MAIL ADDRESS: _____

2. **ENGINEER OF RECORD(Print):** _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
TELEPHONE: () _____ **FAX:** () _____
E-MAIL ADDRESS: _____

3. **If Owner cannot attend the Planning Commission and/or County Commissioners meetings:**
AUTHORIZED REPRESENTATIVE : _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
TELEPHONE: () _____ **FAX:** () _____
E-MAIL ADDRESS: _____

4. **DATE OF PRELIMINARY PLAT APPROVAL:**
Number of lots proposed: _____ **Density:** _____
Ownership & Maintenance Entity of Right-of-Way: _____
Ownership & Maintenance Entity of Stormwater Facilities: _____
Ownership & Maintenance Entity of Open Space & Common Areas: _____

5. **The following items are needed to complete this application for review:**
a. _____ Application Fee \$500.00. Please submit fee in cash, check or money order made payable to the Gadsden County Board of County Commissioners (BOCC). (Additional, Engineer/Survey Review Fee per page).

- b. _____ Title Opinion, deed or other relevant demonstration of ownership.
- c. _____ Six (6) 24" x 36" signed and sealed, **folded** Final Plans, eleven (11) 11" by 17" plans and a .pdf copy showing vicinity map, legal description, phasing, and standard notes as required by law..
- d. _____ The original plat (mylar), 31 8½" x 17" copies of the proposed plat.
- e. _____ Copy of the Development Order with noted stipulations applied to the Preliminary Plat approved by the County Commission.
- f. _____ Two copies of this application.
- g. _____ Affidavit to Represent, if applicable.
- h. _____ As-built drawings (if improvements are completed).
- i. _____ Joinders in Dedication (if land is mortgaged) or Release of Mortgage.
- j. _____ Executed stormwater maintenance agreement, if applicable. (Please check with the Planning & Community Development Department).
- k. _____ Homeowner's Association documents: corporate Charter and Articles of Incorporation (marked "FILED" by the Secretary of State); Bylaws; and Declaration of Covenants, Conditions and Restrictions to include maintenance of common areas and stormwater retention areas per Subsection 6005.C.10.
- l. _____ Instruments indicating all necessary off-site easements or dedications acquired.
- m. _____ Title Opinion by an attorney licensed in Florida or a title insurance company submitted prior to County Commission hearing (title Opinion must be no less than 90 days old at time of plat recording) per Subsection 6010.
- n. _____ Performance bond, Tri-Party Agreement, Letter-of-Credit or other acceptable surety in the amount of 110% of construction cost prior to recording the final plat recorded and prior to installation of utility systems and improvements. Agreement to be accompanied by a construction loan and a copy of improvement-cost contract, if all construction is not completed and accepted.
- o. _____ Tax receipts.
- p. _____ Water and/or Sewer Utility Agreement (copy acceptable), if applicable.
- q. _____ Letter from NFWFMD acknowledging receipt of Homeowner's Association documents.
- r. _____ Gadsden County 911 Street Name Approval.
- s. _____ Executed Deeds conveying common areas to the Homeowners Association or other entities.
- t. _____ Other documentation (i.e. Traffic Signalization Agreement, Sidewalk/Bikeways

_____ Trust Fund Payment, if applicable, Wall/Landscape Agreement, Bill of Sale of Utilities, Special Easements, etc.) as listed.

- u. _____ A maintenance bond equal to 10 % of the construction cost and signed bond loan agreement per Subsection 6101.4.b.

_____ I AM THE OWNER,

_____ I AM THE LEGAL REPRESENTATIVE OF THE OWNER (Attach Authorization to Represent) of the property described which is the subject matter of this application. Under penalties of perjury, I declare that I have read said application and all drawings and data and matter attached to and made a part of said application are honest and true to the best of my knowledge and belief. I understand that by signing this document, I am giving the County or agent thereof the authority to duplicate, disseminate, and reproduce any and all items submitted as part of this request, whether copyrighted or not.

SIGNATURE OF APPLICANT
DATE
_____ day of _____
SWORN TO AND SUBSCRIBED BEFORE ME THIS _____
By _____
20 _____ By _____
(Applicant)

who is personally known to me or produced I.D. and did take an oath. _____

My Commission Expires: _____
NOTARY PUBLIC, State of Florida at Large