

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 _____
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