



# City of Green Cove Springs Subdivision Application

Major Subdivision – Over 5 Lots  
 Minor Subdivision - 3 to 5 Lot – Final Plat only, with fee

## A. PROJECT

1. Project Name: \_\_\_\_\_
2. Address of Subject Property: \_\_\_\_\_
3. Parcel ID Number(s): \_\_\_\_\_
4. Existing Use of Property: \_\_\_\_\_
5. Future Land Use Map Designation : \_\_\_\_\_
6. Zoning Designation: \_\_\_\_\_
7. Acreage: \_\_\_\_\_

## B. APPLICANT

1. Applicant's Status       Owner (title holder)       Agent

2. Name of Applicant(s) or Contact Person(s): \_\_\_\_\_ Title: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

3. If the applicant is agent for the property owner\*:

Name of Owner (title holder): \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

\* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

## C. ADDITIONAL INFORMATION

1. Is there any contract for sale of, or options to purchase the subject property?       Yes       No

If yes, list names of all parties involved: \_\_\_\_\_

If yes, is the contract/option contingent or absolute?       Contingent       Absolute

## FOR OFFICE USE ONLY

P Z File # \_\_\_\_\_

Application Fee: \_\_\_\_\_

Filing Date: \_\_\_\_\_ Acceptance Date: \_\_\_\_\_

Review Type: SRDT  P & Z  CC

#### D. ATTACHMENTS

**PRELIMINARY PLAT ATTACHMENTS** (One copy: 18" X 27" with 3" left margin and 1/2" top, bottom, and right margins, one copy reduced to no greater than 11 x 17, plus one copy in PDF format)

1. Plans, including but not limited to:
  - a. Scale: at least 1" = 200'.
  - b. Proposed Name of Subdivision.
  - c. Name, address, and telephone number of the subdivider and agent of the subdivder.
  - d. Name, address, telephone number and registration number of the surveyor or engineer.
  - e. Date of boundary survey, north arrow, graphic scale, date of plat drawing, and space for revision dates.
  - f. Vicinity map.
  - g. Total acreage of lots and total number of lots.
  - h. Legal description of property to be subdivided.
  - i. Names of owners of adjoining land with their approximate acreage or, if developed, names of abutting subdivisions.
  - j. Preliminary layout including streets and easements with dimensions, lot lines with approximate dimensions, land to be reserved or dedicated for public or common uses, and any land to be used for purposes other than single-family dwellings.
  - k. Block letters and lot numbers, lot lines, and scaled dimensions.
  - l. Zoning district boundaries on abutting properties.
  - m. Proposed method of water supply, sewage disposal, and drainage, and electric service.
  - n. Minimum building setback lines as required by the Land Development Regulations.
  - o. Natural features, including lakes, marshes or swamps, water courses, wooded areas, and land subject to the 100-year flood as defined by FEMA official flood maps.
  - p. Surface drainage and direction of flow and method of disposition and retention indicated.
  - q. Tree survey.
2. Existing and/or proposed covenants and restrictions.
3. Stormwater management plan - including the following:
  - a. Existing contours at one (1) foot intervals.
  - b. Proposed finished floor elevation of each building site.
  - c. Existing and proposed stormwater management facilities with size and grades.
  - d. Proposed orderly disposal of surface water runoff.
  - e. Centerline elevations along adjacent streets.
4. Legal description with tax parcel number.
5. Warranty Deed or other proof of ownership.
6. Proof of payment of taxes.
7. Permit or Letter of Exemption from the St. Johns River Water Management District.
8. Concurrency Application
9. Fee.
  - a. Minor Subdivision – 3 to 5 lots:
    - i. \$750 plus \$5 per lot
  - b. Major Subdivision – More than 5 lots:
    - i. \$1,000 plus \$5 per lot
  - c. All applications are subject 10% administrative fee and must pay the cost of any outside consultants' fees.

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

**All 9 attachments are required for a complete application. A completeness review of the application will be conducted within five (5) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

**Within twelve (12) months of the approval of the Subdivision Preliminary Plat, Construction Plans must be reviewed**

**CONSTRUCTION PLANS ATTACHMENTS - ATTACHMENTS** (One copy: 24" X 36" with 3" left margin and 1/2" top, bottom, and right margins, one copy reduced to no greater than 11 x 17, plus one copy in PDF format)

1. A copy of this original application must accompany the submission.
2. Plans, to include but not limited to:
  - a. Scale: 1inch=200 ft.
  - b. A topographic map of the subdivision with maximum contour intervals of one foot where overall slopes are zero percent to two percent, two feet where slopes are over two percent, based on U.S. Coastal and Geographic Datum. This topographic map must be prepared by a land surveyor.
  - c. A contour drainage map of the stormwater basins. The outlines and sizes, measured in acres, of all existing and proposed drainage areas shall be shown and related to corresponding points of flow concentration. Each drainage area shall be clearly delineated. Flow paths must be indicated throughout. Any existing and proposed structures affecting the drainage must be shown.
  - d. Plans showing proposed design features and typical sections of canals, swales and all other open channels, storm sewers, all drainage structures and other proposed subdivision improvements.
  - e. Plans and profiles for all proposed streets and curbs. Where proposed streets intersect existing streets, elevations and other pertinent details shall be shown for existing streets for a distance of 300 feet from point of intersection.
  - f. Plans of any proposed water distribution system and sanitary sewer collection system showing pipe sizes and location of valves, pumping stations and fire hydrants.
  - g. Plans for all road and street signs and street names signs showing the location of such signage and any other traffic safety control devices that is required or proposed. In addition, the specifications for such signage shall be provided as part of this plan, which shall detail in diagram form as necessary the size, material, color, and specifications for installation of such signage.
3. Legal description with tax parcel number.
4. Warranty Deed or other proof of ownership.
5. Proof of payment of taxes.
6. Permit or Letter of Exemption from the St. Johns River Water Management District.

**All 6 attachments are required for a complete application. A completeness review of the application will be conducted within five (5) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

**Within six (6) months of the approval of Construction Plans, the applicant must submit an application for Final Plat for review. The applicant must also provide a surety device for the public improvements must be submitted in accordance with Section 90-243.**

**FINAL PLAT ATTACHMENTS - ATTACHMENTS** (One copy: 18" X 27" with 3" left margin and 1/2" top, bottom, and right margins, one copy reduced to no greater than 11 x 17, plus one copy in PDF format)

1. A copy of this original application must accompany the submission.
2. Plans, to include but not limited to:
  - a. Name of subdivision shall be shown in bold legible letters, as stated in Chapter 177, Florida Statutes. The name of the subdivision shall be shown on each sheet included and shall have legible lettering of the same size and type including the words "section," "unit," "replat," "amended," etc.
  - b. Name and address of subdivider.
  - c. North arrow, graphic scale, and date of plat drawing.
  - d. Vicinity map.
  - e. Exact boundary line of the tract, determined by a field survey, giving distances to the nearest one-hundredth foot and angles to the nearest minute, shall be balanced and closed with an apparent error of closure not to exceed one in 5,000.
  - f. Legal description of the property to be subdivided.
  - g. Names of owners of adjoining lands with their approximate acreage or, if developed, names of abutting subdivisions.
  - h. Location of streams, lakes and swamps, and land subject to the 100-year flood as defined by the Federal Emergency Management Agency, official flood maps.
  - i. Bearing and distance to permanent points on the nearest existing street lines of bench marks or other permanent monuments (not less than three (3)) shall be accurately described on the plat.
  - j. Municipal lines shall be accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.
  - k. The closest land lot corner shall be accurately tied to the lines of the subdivision by distance and angles.
  - l. Location, dimensions, and purposes of any land reserved or dedicated for public use.
  - m. Exact locations, width, and names of all streets within and immediately adjoining the proposed subdivision.
  - n. Street right-of-way lines must show deflection angles of intersection, radii, and lines of tangents.
  - o. Lot lines, dimensions, and bearings must be shown to the nearest one hundredth (1/100) foot.
  - p. Lots must be numbered in numerical order and blocks lettered alphabetically.
  - q. Accurate location and description of monuments and markers.
  - r. Minimum building front yard setback lines as required by the Land Development Regulations as determined by the property's zoning.
  - s. Reference to recorded subdivision plats of adjoining platted land shall be shown by recorded names, plat book, and page number.
  - t. Covenants and restrictions notice in accordance with Chapter 177.091(28), Florida Statutes.
  - u. Dedication to the public by the owners of the land involved of all streets, drainage easements, and other rights-of-way however designated and shown on the plat for perpetual use for public purposes, including vehicular access rights where required. If the property is encumbered by a mortgage, the owner of the mortgage shall join in the dedication or in some other manner subordinate the mortgagee's interest to the dedication of public right-of-way.
  - v. Certification that all payable taxes have been paid and all tax sales against the land redeemed.
  - w. Title certification as required by Chapter 177, Florida Statutes.
3. Legal description with tax parcel number.
4. Warranty Deed or other proof of ownership.
5. Proof of payment of taxes.
6. Permit or Letter of Exemption from the St. Johns River Water Management District.

**All 6 attachments are required for a complete application. A completeness review of the application will be conducted within five (5) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

**I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:**

Signature of Applicant

Signature of Co-applicant

Typed or printed name and title of applicant

Typed or printed name of co-applicant

Date

Date

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing application is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_, who is/are personally known to me, or who has/have produced \_\_\_\_\_  
as identification.

NOTARY SEAL \_\_\_\_\_

Signature of Notary Public, State of \_\_\_\_\_