

SARASOTA COUNTY
CONCURRENT SUBDIVISION
APPLICATION
PACKET

**Complete Package shall be submitted to
Planning and Development Services
Land Development Services
1001 Sarasota Center Blvd
Sarasota, Florida 34240
(941) 861-6576**

CONCURRENT SUBDIVISION PLAN REVIEW PROCEDURES

1. **GENERAL.** When the subdivision of any land is proposed, the **property owner** of the land or his/her authorized agent (representative/applicant) shall apply for and secure approval of such subdivision in accordance with Division A of the Land Development Regulations (LDR). Until such approval is granted, no lots or parcels, which would be created by the proposed subdivision, shall be sold, nor shall any building permit be approved for the erection of any structure on said lots or parcels. **Condominiums shall be processed through the S&D review.**

Zoning: Prior to consideration by the County, any proposed subdivision must have the appropriate zoning for the intended use.

2. **REVIEW.** The representative/applicant shall submit a Concurrent Subdivision Plan application to Land Development Services, in accordance with the submission requirements of the LDR. At the time of application, fees as approved by the Board of County Commissioners shall be required.

Signed, sealed, and folded plans (including signed, sealed, and folded surveys **done with the benefit of a current title search**), submitted for review shall be forwarded by Land Development Services to the following entities with the noted number of plans:

- Land Development Services
- Transportation Planning
- Stormwater Environmental Utility
- Utilities Permitting
- Fire Marshal
- Environmental Health
- History Center
- Resource Protection
- Tree Protection
- Water Resource Services
- Landscape Architect
- DRC Coordinator
- Zoning
- Planning Services (If applicable)
- Forestry (If applicable)
- Design Standards Review (If applicable)
- Traffic Operations (If a signal is required)
- Road Program (If on a major road)

Total minimum required is **15 sets**.

Prior to submission of an application, the representative/applicant is strongly encouraged to arrange a presubmittal conference with the Sarasota County Development Review Committee (DRC). The purpose of the conference is to assist the representative/applicant who has questions concerning the submittal procedures or the requirements for the Concurrent Subdivision Plan Review. The conference is also used to determine the number of required reviewing entities.

3. **DETERMINATION.** Five (5) working days will be given the entities for review. The submittal shall be either authorized with stipulations, or deemed insufficient by the County. In the event the submittal is deemed insufficient by the County, the insufficient items shall be resubmitted and reviewed under the same procedures as the original submission. During the review process, the

representative/applicant may be called upon for consultation from the review entities.

4. **DURATION OF APPROVAL STATUS.** The Concurrent Subdivision Plans shall be void if substantial construction work, as determined by the County Engineer, has not commenced within two (2) years or Final Plat approval has not been given by the Board of County Commissioners. Resubmittal, review and reapproval of Concurrent Subdivision Plans shall be required. "Substantial construction work" means the commencement and continuous prosecution of construction of required improvements to completion. For previously approved phased developments, the representative/applicant will demonstrate that activity, roadway engineering design and permitting have occurred. Such activity will be considered as meeting the requirements for substantial construction. Plans thus submitted for review and re-approval shall comply with all current Regulations.

In cases of unforeseen circumstances, the representative/applicant may apply for an extension of the Construction Authorization prior to the expiration date of the original approval. The approval status may be extended once for an additional two (2) year period, if a written request is received by the County at least thirty (30) days prior to the termination of the original approval status. The extension shall be for the original site use and configuration only. Approval will not be granted if the project is not in compliance with all current requirements.

5. **AUTHORITY GRANTED BY APPROVAL.** Approval of the Concurrent Subdivision Plan by the County shall be construed as authority for the installation of required improvements in accordance with specifications approved by the County Engineer or other applicable County agencies. Any existing underlying plat must be vacated prior to the issuance of Construction Authorization.

CONCURRENT REVIEW (SUBDIVISION) SUBMISSION REQUIREMENTS:

CONCURRENT SUBDIVISION PLANS shall include the following unless the County determines that one or more of the following does not apply to the particular development (specific requirements for each of the following can be found in the LDR):

1. **SITE PLAN** folded, signed, and sealed (15 sets) drawn on 24" x 36" sheets at a reasonable scale, one hundred (100) feet to one (1) inch preferred, incorporating the following information: **(site surveys [15 copies], done with the benefit of a current title search, folded, signed, and sealed by a Professional Surveyor and Mapper are required with each set of the site plans)**

a. NOTES:

- (1) Ownership and Unified Control Statement (on site plans); name of subdivision or identifying title, number or revision, and type of plan (e.g., Concurrent Plan for XYZ Subdivision, Unit 33, Second Revision);
- (2) Legal description of tract;
- (3) Name, address, and telephone number of owner, project planner, developer, engineer, and Professional Survey/Mapper;
- (4) Zoning, land use, and environmental classification (utilizing FLUCCS nomenclature) of the tract;
- (5) Total gross acreage of tract, net acreage, and percentages thereof proposed to be devoted to

the various permitted uses, ground coverage by structures, streets, impervious surface coverage, required open space, net acreage for proposed native habitat preservation and conservation areas, and building setback requirements;

- (6) Maximum number of lots allowed and maximum number of lots proposed, gross residential density, and projected school-age population (if residential);
 - (7) Derivation of number of off-street parking and loading spaces (if commercial or industrial);
 - (8) North arrow, scale, graphic scale, and date;
 - (9) Private streets shall be noted as such. If private streets are proposed, lot lines shall extend to the centerlines of the streets except in the case of a Planned Unit Development (PUD); and
 - (10) Notification of clustering. When a subdivision plan is submitted for any land to be used for cluster housing, said subdivision plan shall contain a notation stating that cluster housing is proposed, and the subdivision plan shall clearly delineate all areas where cluster housing will be developed. The Final Plat for any cluster housing development shall also contain a notation, which states that cluster housing is proposed, and shall clearly delineate all areas where cluster housing will be developed.
- b. **AREA LOCATION MAP** on site plans (need not be to scale) showing relationship between the tract proposed for subdivision and at least one collector or arterial street (as indicated in comprehensive land use plan, Apoxsee), schools, existing utilities, shopping areas, important physical features, etc., in and surrounding the tract.
- c. **ALL EXISTING CONDITIONS AND IMPROVEMENTS** on and abutting within two hundred (200) feet of the tract (topographical survey; folded, signed/sealed by a Professional Surveyor and Mapper, 15 copies):
- (1) Boundaries of the tract (shown by a heavy line) with bearings and distances, section lines, and significant topographical conditions (water courses, wetlands, vegetation, wooded areas, etc.);
 - (2) Sarasota County Gulf Beach Setback Line (DNR Coastal Construction Control Line and/or Barrier Island Pass Twenty (20) Year Hazard Line, Florida Department of Environmental Protection [FDEP] Coastal Construction Control Line), and Gulf Front Setback Line, if applicable;
 - (3) FEMA and Watershed Model flood plain area designations;
 - (4) Names of owners, zoning, and current use of abutting tracts of land;
 - (5) Existing contours at one (1) foot intervals based on National Geodetic Vertical Datum of 1929 (NGVD-29) for the tract extending twenty-five (25) feet beyond the tract boundary;
 - (6) Existing streets and platted rights-of-way. The name, location, right-of-way width, pavement width, and established centerline elevation, as applicable;
 - (7) Existing stormwater and other drainage facility locations;

(8) Other existing improvements including utilities, easements, and buildings; and

(9) Location of any wells and/or septic tanks or a statement that none exist.

d. **PROPOSED SUBDIVISION AND IMPROVEMENTS:**

(1) Provisions for ingress and egress to the subdivision (and the proposed structures thereof, if applicable);

(2) Provision for access road improvements as may be required due to increased traffic impact generated by sub-division;

(3) Proposed streets. The name or temporary designation (Street A, B, C, etc.), proposed ownership (public or private), location, right-of-way width, typical design cross sections, and description of pavement type. Streets shown in Aproxsee shall be included and so identified;

(4) Off-street parking, loading, refuse, or service areas;

(5) Proposed easements or rights-of-way, other than for streets (e.g., drainage, utility, pedestrian ways, bridle paths, bicycle paths, limited access, etc.) with location, dimensions, and purpose;

(6) Lots, lot lines, scaled dimensions, lot numbers and block numbers (indicate lots and proposed uses if different from the predominate intended use of the subdivision); and

(7) Other improvements including buildings, structures, utilities, drainage, signs and exterior lighting, subdivision entranceway signs, open space, landscape buffers, recreation facilities, preserve areas, park sites, school sites, etc., if not provided for or detailed in separate plans.

(8) proposed open space areas including park, school, and utility sites, publicly-owned land, recreation areas and facilities, and easements;

(9) proposed signs and/or exterior lighting including subdivision entranceway signs and structures.

2. **AERIAL PHOTOGRAPHS** (3 legible, recent aerial photographs, 24"x36", 1"=200'), which reflect existing, site conditions.

3. **MASTER PLAN.** When it is proposed to develop the subdivision in incremental stages, a master plan indicating proposed development phases, numbered in sequence, shall be provided on the site plans.

4. **UTILITIES PLAN** (15 plans in compliance with the terms of the LDR) and statement indicating the proposed method intended to provide water (including fire hydrants), sewer, power, telephone, refuse collection, gas, street lighting, etc., and the following, where applicable:

a. The utility company(ies) intended to supply water and/or sewer service and a statement of available plant capacity from the appropriate utility company(ies) or utility franchise(s). Statement must include:

(1) existing or proposed plant capacities;

- (2) average and peak daily flows, obtained from the most recent twelve (12) months State operating reports or from the Sarasota County Utilities Plant Data Information Forms;
- (3) number of commitments;
- (4) number of connections; and
- (5) indication of the ability to serve the proposed development.

- b. Preliminary engineering report on any proposed central water and/or sewer system;
- c. Other proposed methods or systems (e.g., septic, etc.) with subsoil examination, tests, and calculations, as required; and
- d. Service requirement statement indicating that the developer is aware that all service requirements contained herein must be complied with prior to acceptance by the County and issuance of the "First Letter".

5. **STORMWATER MANAGEMENT PLAN** (3 sets of signed and sealed calculations). The calculations shall be submitted which include the following:

- a. LDR Appendices 24-26;
- b. proposed treatment method, treatment volume required, treatment volume provided and drawdown calculations;
- c. pre-development attenuation and post-development attenuation;
- d. maintenance responsibility; and
- e. if a hydrograph routing method will be used, also include pre-development and post-development conditions for the sub-basins, nodes, pipes, canals, cross-sections, drop structures and weirs. Also include a pre-development and post-development sub-basin map.

The plan shall be submitted which includes the following:

- a. easements and right-of-way;
- b. existing and proposed swales, ditches, canals, storm sewers, structures, littoral areas, detention basins and applicable cross-sections;
- c. existing and proposed flow directions, contours and grades, water elevations, and discharge locations; and
- d. drainage basin location, project area, drainage area (including off-site contributions), 100-year floodplain designation, FEMA designation and soils information.

The Land Development Regulations require that developments greater than 35 acres or 8 acres of new impervious area be incorporated into the County's Watershed Model to demonstrate that no adverse increase

in offsite flood levels will result from the proposed development. **To more efficiently process the reviews, please contact Public Works – Stormwater at 941-861-0910 to schedule a pre-submittal meeting if any of the following apply:**

- a. Is the project 35 acres or greater?
- b. Does the project propose 8 acres or more of impervious coverage?
- c. Does the project propose significant changes to the Watershed conveyance system?

If any of the above apply, an additional set of plans shall be submitted and a 20 working day review period will be required for the stormwater inclusion or revision to the existing condition model. Any revisions to the existing conditions model must be reviewed and approved prior to incorporation of the project into the model.

6. **LANDSCAPE PLAN** (seven folded, signed and sealed by a Florida Registered Landscape Architect) indicating:
 - a. buffer types and widths;
 - b. a list of all plants/structures required and provided for each buffer;
 - c. location of all plants/structures in buffers;
 - d. a plant list with the size, quantity and quality of all required plants;
 - e. provisions for protection of existing trees and for installation of any trees required by County regulations. This shall be prepared in accordance with provisions of the LDR and shown on the tree location (specific purpose) survey; and
 - f. provisions for irrigation and maintenance.
7. **HABITAT MAP (on Site Plan or 2 copies)** with all habitats delineated clearly, in accordance with Florida Land Use, Cover, and Forms Classification System (FLUCCS) nomenclature. Habitats shall be delineated on an aerial photograph (scale not larger than 1 inch = 200 feet). All preservation (including mitigation areas and conservation areas) must be labeled appropriately on the Site Plan.
8. **LITTORAL ZONE PLAN if wet retention (on Site Plan)**. The plan shall follow the requirements outlined in Section 74-32 of the LDR.
9. **WETLAND MITIGATION, MAINTENANCE & MONITORING PLAN (on Site Plan or 2 copies) (if applicable)**. The plan shall follow the requirements outlined in Section 74-32 of the LDR.
10. **WETLAND HYDROPERIOD MAINTENANCE PLAN (on Site Plan or 2 copies) (if applicable)**. A hydroperiod maintenance plan shall be submitted for all mitigated and preserved wetlands. The existing hydroperiods shall be determined by the representative/applicant according to methods approved by the County. Post-development hydroperiods shall approximate those determined during pre-development investigations. The plan shall be developed as outlined in Section 74-32 of the LDR.
11. **TREE PROTECTION PLAN (on Site Plan)**. A tree location plan including provisions for protection of existing trees and for installation of any trees required by County regulations. This tree location plan shall be in the form of a survey prepared by a registered Professional Survey Mapper unless an aerial of adequate scale and resolution is proposed and approved by Resource Protection Services prior to the submittal of the site plan.

12. **MANAGEMENT PLAN FOR CONSERVATION AND PRESERVATION AREAS (on Site Plan) (if applicable).** A management plan, based on best available technology, shall be submitted for all conservation and preservation areas. All such areas shall be labeled on all plans and maintained in perpetuity in their existing native or restored condition by a designated responsible entity. Pursuant to Section 74-32 of the LDR, no filling, excavating, removing native vegetation (trees or understory plants), or storing materials shall be allowed within conservation and preservation areas unless written approval is first obtained from the County.
13. **MAINTENANCE OF COMMON FACILITIES STATEMENT LAND OR AREA (on Site Plan) (if applicable).** If common facilities (e.g., recreation areas or structures, private streets, private drainage facilities, common open space, etc.) are proposed, a statement shall be included explaining how such common facilities are to be provided and permanently maintained (at other than public expense) and stating the designated responsible entity for the facility.
14. **REZONE PETITION/SPECIAL EXCEPTION(S),** the applicant shall furnish a copy of applicable Rezone Petition(s)/Special Exception(s) and approved Ordinance(s)/Resolution(s), including binding Development Concept Plan(s) pertaining thereto with the initial plan submittal.
15. **CHECK SHEET,** on which the representative/applicant initials each of the items submitted or why not submitted. The Check Sheet must be submitted with the application. You will find the Check Sheet included in this package.
16. **OTHER ADDITIONAL INFORMATION,** data, maps, plans, preservation, or conservation areas, required buffers around wetlands, surveys, or statements as may be required by the County for the particular uses or activities proposed or as the representative/applicant may believe pertinent to the Concurrent Review (Subdivision) Plans.

NOTE: The requirements above shall be prepared by a Florida registered Professional Surveyor and Mapper, engineer, architect, landscape architect, or a biologist/environmental scientist as may be appropriate to the particular requirement.

A letter of exemption or an Earthmoving Permit (in excess of 10,000 cubic yards) is required prior to hauling any excess fill from a construction site(s). In addition, an earthmoving permit is required prior to using any Type B (concrete, broken asphalt) or Type C (vegetative land clearing debris) fill for construction purposes on-site. Please contact the County for more information on Earthmoving Permits or letters of exemption.

FEES AND CHARGES (Concurrent Subdivision):

The total fee charged for a Concurrent Subdivision submittal is comprised of Land Development Services, Zoning, Fire and Life Safety, History Center, Landscape and Environmental Health. **Please make 1 check payable to the Board of County Commissioners.**

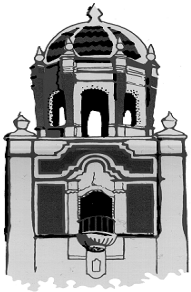
CONCURRENT SUBDIVISION SUBMITTAL CHECK-SHEET

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION

COUNTY STAFF'S INITIALS	REPRESENTATIVE'S /APPLICANT'S INITIALS	REQUIRED SUBMISSION ITEMS Representative/Applicant Is Responsible For Insuring Each Of The Following Are Clearly Labeled and Complete. Staff Initially Will Only Check To Insure The Primary Item Has Been Submitted. Fold all material over 9 X 12.
		Application (original + 14 copies), Fee and Fee Calculation Sheet. Please make checks payable to the Board of County Commissioners.
		Character and Intended Use Statement on site plan
		General Location Map on site plan
		Concurrent Subdivision Plan, signed/sealed/folded (15 copies)
		Survey (done with the benefit of a current title search), signed/sealed/folded and dated by a registered Florida Professional Surveyor & Mapper (15 copies)
		Maintenance of Common Facilities Statement on site plan (if applicable)
		Stormwater Management Plan (3 sets of signed and sealed calcs)
		Appendix C24, C25 and C26 (original + 2 copies, signed and sealed)
		Utilities Plan (15 copies included in overall Subdivision Plan)
		Landscape Plans and Specifications, signed/sealed/folded and dated by a Florida Registered Landscape Architect (7 copies)
		School Board Concurrency Letter of Receipt or Exemption (If Residential)
		Habitat Map on recent aerial, based on FLUCCS nomenclature (2 copies)
		Littoral Zone Plan (if wet retention) on site plan
		Wetland Mitigation, Maintenance and Monitoring Plan on site plan (or 2 copies) (if applicable)
		Wetland Hydroperiod Maintenance Plan on site plan (or 2 copies) (if applicable)
		Tree Protection Plan (site plan overlaid onto tree survey)
		Management Plan For Conservation & Preservation Areas on site plan (if applicable)
		Engineer's Certification on Cover of Plans (Appendix C18)
		Applicable Rezone Petition(s)/Special Exception(s) approved Ordinance(s)/Resolution(s) (15 copies)
		Ownership and Unified Control Statement on site plan

SARASOTA COUNTY GOVERNMENT
DEVELOPMENT REVIEW COMMITTEE

<u>OFFICE</u>	<u>REVIEWER</u>	<u>PHONE</u>
CHAIRPERSON	MARY STEPHENS	861-6576/0598
LAND DEVELOPMENT (Transportation) (Stormwater) (Stormwater Modeling)	JIM O'DONNELL RICK MUSIOR SAL DEPAOLIS ROBERT BRESCIANI	650-2634 861-0925 861-0917 650-2512
LANDSCAPE	DAVE YOUNG	315-0886
FIRE MARSHAL	RICK FULWIDER	232-3529
ENVIRONMENTAL HEALTH (Septic Systems)	RICH CANTIN VIRGINIA BESS	228-2871 861-6653
HISTORY CENTER	JODI PRACHT	861-6883
RESOURCE PROTECTION	JIM DIEROLF	650-1219
TREE PROTECTION	MARK McCLINTOCK (North) BRYAN BEARD (South)	915-7716 915-7717
WATER RESOURCES	JOE KRAUS	650-4221
UTILITIES	SPIKE COOK	861-0581
ZONING	JENNIFER BULLOCK	861-6435/0648
DESIGN STANDARDS	STEVE KIRK	302-1889
TRAFFIC OPERATIONS	EFRAIN DUQUE	861-0961
PLANNING SERVICES	MARY BETH HUMPHREYS	915-8780
<u>OTHERS</u>		
COUNTY SURVEYOR	TERI OWEN	650-2627
SCHOOL BOARD	MICKI RYAN	927-9000 x31193
IMPACT FEES (ROADS)	CLARKE DAVIS	861-0922
IMPACT FEES (GENERAL)	PDS PERMITTING	861-6678
IMPACT FEES (UTILITIES)	MORGAN HICKEY	861-0623
SOLID WASTE (DUMPSTERS)	LAURA MUELLER	650-2903
AFFORDABLE HOUSING	MARY BETH HUMPHREYS	915-8780
SFWFMD	DAVID Z. SUA, P.E.	377-3722



**PLANNING AND DEVELOPMENT SERVICES BUSINESS CENTER
LAND DEVELOPMENT SERVICES**

1001 Sarasota Center Blvd, Sarasota, FL 34240
Sarasota 941-861-6576

APPLICATION FOR MINOR REVISION

1921

APPLICATION MUST BE COMPLETELY FILLED IN, including the Original signature of the property owner. If any space does not apply, please write "N/A". Include the revised construction plans (only affected sheets), 7 copies of the revised landscape plans (if applicable), 3 copies of stormwater documents and 2 copies of any other material. PLEASE FOLD ALL MATERIAL OVER 9"x12". PLANS SHALL NOT EXCEED 24"x36" IN SIZE.

\$1,550.00 Full Review (15 copies of plan and application) \$315.00 Limited Review (8 copies)
(Call 941-861-6576 for determination of review type)

Original Project Name: _____

Original Application

#: _____

Property Appraiser's Property Identification #: _____

Specific Street Location Of Site: _____

Street Address (If available) : _____

Net Change in Impervious: Zero Increase Decrease Square Feet _____

Nature of Change:

Owner's Name: _____ Phone Number [Day]: _____
Address: _____ City: _____ State: _____ Zip: _____
Email: _____

Representative/Applicant: _____ Phone Number [Day]: _____
(Receives County review responses) Fax: _____

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

Engineer of Record: _____ Phone Number [Day]: _____
Fax: _____

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

I certify that the above information is correct as of this date.

Property Owner's Original Signature _____

Printed Name & Title _____

Date _____

**SARASOTA COUNTY
CONCURRENT SUBDIVISION PLAN REVIEW AND INSPECTION
FEE CALCULATION SHEET**

Project Name: _____

Gross Acreage: _____ Total Lots: _____

Resubmittal: [1] [2] [3] [4] Revision: [1] [2] [3] [4]

<i>Land Development Services:</i>	SUBTOTAL	TOTAL
Base Submittal \$3,750.00		
Gross Acreage: _____		
Undisturbed Wetlands/Preserves Credit:* _____ Wetlands/Preserves Acres x 50% = (____)		
Large Lot Subdivision Credit:** _____ Total Acres minus Wetlands/Preserves Area x 25% = (____)		
Adjusted Gross Acreage (Rounded to the next whole acre): _____	x \$337.50	
Plus each of the following:		
First 1 - 10 lots: _____ lots x \$83.00	_____	
Next 11 - 20 lots: _____ lots x \$68.00	_____	
Next 21 - 40 lots: _____ lots x \$53.00	_____	
Next 41 - 80 lots: _____ lots x \$38.00	_____	
Next 81 - 150 lots: _____ lots x \$15.00	_____	
Next 151 - 300 lots: _____ lots x \$11.00	_____	
Next 301 or more lots: _____ lots x \$6.00	_____	
Landscape Plan and Inspection:	\$300.00	
Environmental Engineering (Select One) :		
1 - 25 lots:	\$250.00	
26 - 100 lots:	\$200.00	
101 or more lots:	\$250.00	_____
Each Resubmittal	\$35.00	
History Center:	\$150.00	
History Center Third Resubmittal and Each Subsequent Resubmittal:	\$70.00	
Zoning:	\$600.00	
Fire and Life Safety:	\$100.00	
Records:	\$15.00	
LDS Third Resubmittal and Each Subsequent Resubmittal:	\$1,000.00	
TOTAL FEE		

***Undisturbed Wetlands and Undisturbed Preserves:**
Fifty percent of the total acreage of undisturbed wetlands and preserves area shall be included in the gross acreage fee calculations.

****Large Lot Subdivision:**
Seventy five percent of the gross acreage shall be used in the gross acreage fee calculations for subdivisions that contain an average lot size of five acres, where no lot is less than three acres in size.

*Stormwater and Water Resources participates as part of the Development Review Committee but they are not part of Land Development Services. Review fees are charged at an hourly rate above and beyond the "basic" review fees pursuant to Resolution No. 2007-229.



Project Name: _____

Case Number: _____

**SARASOTA COUNTY
LAND DEVELOPMENT SERVICES
REVIEW FEE
PAYMENT BY CREDIT CARD**

I, _____ **HEREBY AUTHORIZE**
SARASOTA COUNTY DEVELOPMENT SERVICES TO CHARGE THE DESIGNATED
CREDIT CARD THE AMOUNT OF \$_____ FOR REVIEW FEES FOR THE
ABOVE REFERENCED CASE NUMBER. THERE IS A \$2.50 TRANSACTION FEE
THAT WILL BE ADDED TO THE FEE AMOUNT.

COMPANY NAME (Please Print or Type)

COMPANY ADDRESS (Please Print or Type)

PHONE NO.

FAX NO.

SIGNATURE

PRINTED NAME

PLEASE CHARGE APPLICABLE FEES TO :

MASTERCARD ACCT. NO. _____/_____/_____/_____ **EXP DATE** _____

VISA CARD ACCT. NO. _____/_____/_____/_____ **EXP DATE** _____

DISCOVER CARD ACCT. NO. _____/_____/_____/_____ **EXP DATE** _____