

**SARASOTA COUNTY
SUBDIVISION PLAT
APPLICATION
PACKET**

**Complete Plat Package shall be submitted to
Planning and Development Services
Land Development Services
1001 Sarasota Center Blvd
Sarasota, Florida 34240
(941) 861-6576/0598**

SUBDIVISION PLAT REVIEW PROCEDURES

CONSTRUCTION AUTHORIZATION MUST BE OBTAINED FROM LAND DEVELOPMENT SERVICES PRIOR TO SUBMITTAL OF DRAFT PLAT

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 plat in accordance with the Subdivision Technical Manual of the Land Development Regulations (L.D.R.) and Chapter 177, Florida Statutes. Until the Subdivision Plat is filed in the Public Records, no lots or parcels which would be created by the proposed subdivision plat shall be sold, nor shall any building permit be approved for the erection of any structure on said lots, parcel, or Tracts.

Permanent Reference Monuments (P.R.M.'s), will be field inspected by county staff to insure condition prior to transmittal of Plat Package to the Office of the County Attorney.

Approval of the Subdivision Plat by the County Engineer and County Surveyor is required prior to transmittal to the Office of the County Attorney. Land Development Services will forward the Subdivision Plat and supporting documents to the applicable reviewers with the noted number of prints. A total of 8 prints will be distributed as follows:

Land Development Coordinator
Land Development Services
County Surveyor
Resource Protection
Utilities Permitting
Environmental Health (If on Well and/or Septic)
Stormwater
Zoning

The following supporting documents must be submitted with the Subdivision Draft Plat submittal (indicates number of copies):

1. Land Development Plat Review Application (original + 7 copies)
2. Subdivision Draft Plat & Supporting Documents Submittal Check-Sheet (1)
3. Declaration of Restrictions (8 unexecuted)
4. Attorney's Title Opinion or Title Company's title certificate (original + 1 copy)
5. Survey closure sheet (Plat Boundary) (original + 1 copy)
6. Current Boundary Survey Per 177.04.1 (2 original signed and sealed)
7. Plat name change letter, when name of plat differs from approved construction plan (original + 7 copies)
8. Plat Fee Calculation Sheet (1)
9. Plat Review Fee, Check payable to Board of County Commissioners

The following supporting documents must be submitted with the Subdivision Final Plat submittal:

1. Cover Letter Addressing Review Comments (original + 7 copies)
2. Executed Mylar (1)
3. Subdivision Final Plat & Supporting Documents Submittal Check-Sheet (1)
4. Declaration of Restrictions (executed original + 7 copies)
5. Attorney' Title Opinion or Title Company's title certificate (executed original)
6. Survey closure sheet (Plat Boundary) (If changed since Draft Plat submittal) (original + 1 copy)
7. Notice to Purchaser, Appendix C27 (1)

8. Consent to Dedication, Per Chapter 177.071 (executed original)
9. Certificate of Tax Search, Provide Tax Collector's Officer (Delinquent Taxes) with a copy of the final plat & they issue a certificate (original)
10. Project Engineer's estimate of construction cost, signed and sealed, if bonding (original, if not previously submitted with Draft Plat or under separate cover)
11. Securities and \$500 Securities Review Fee, payable to Board of County Commissioners, if bonding (originals)
12. School Concurrency Approval Letter (Residential Plats only)

Please do not submit the following until you have been contacted by the County Surveyor to determine actual recording fees:

13. Recording Fee for Plat, Consent, Restrictions and easements to be recorded as separate instruments. Per Chapter 28 Florida Statutes: Check to Clerk of the Circuit Court:
 - Plat: 1st sheet \$30.00 additional sheets \$15.00 each.
 - Consent & Declaration: 1st page \$10.00 additional pages \$8.50 each.
 - Easements: 1st page \$10.00 additional pages \$8.50 each.

ALL DOCUMENTS TO BE PROVIDED TO LAND DEVELOPMENT SERVICES PRIOR TO TRANSMITTAL TO THE OFFICE OF THE COUNTY ATTORNEY.

SARASOTA COUNTY GOVERNMENT
PLANNING AND DEVELOPMENT SERVICES BUSINESS CENTER
PLAT REVIEW TEAM

<u>OFFICE</u>	<u>REVIEWER</u>	<u>PHONE NUMBER</u>
LAND DEVELOPMENT COORDINATOR	MARY STEPHENS	861-6576/0598
LAND DEVELOPMENT SERVICES	JIM O'DONNELL	650-2634
STORMWATER	SAL DEPAOLIS	861-0917
STORMWATER MODELING	ROBERT BRESCIANI	650-2512
ENVIRONMENTAL HEALTH (Septic Systems)	RICH CANTIN VIRGINIA BESS	228-2871 861-6653
RESOURCE PROTECTION SERVICES	JIM DIEROLF	650-1219
UTILITIES	SPIKE COOK	861-6153/0581
ZONING	DAVE YOUNG	315-0886
COUNTY SURVEYOR	TERI OWEN	650-2627
COUNTY ATTORNEY	KARL SENKOW	861-7272
SCHOOL BOARD	MICKI RYAN	927-9000 x31193

**SARASOTA COUNTY
LAND DEVELOPMENT PLAT REVIEW APPLICATION**

Application must be completely filled in, including the signature of the property owner.
If any space does not apply, please write "N/A". PLEASE FOLD ALL MATERIAL OVER 9 X 12.

Location within Sarasota County: North South (Divides at Blackburn Point Road)

Completion: Bond Build Subdivision: Public Private

Plat Name _____ Approved Construction Plan Name _____

Property Appraiser's Identification Number: _____

Specific Street Location Of Site: _____

#Lots: _____ Parcel Size: _____ Acres

Owner's Name: _____ Phone Number [Day]: _____

Fax: _____

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: _____

Surveyor of Record: _____ Phone Number [Day]: _____

Fax: _____

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

Email: _____

Planned Water Source: Central: Utility Name _____ Well
Planned Sewer Facility: Central: Utility Name _____ Septic

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

Property Owner's Original Signature

Printed Name

Date

SUBDIVISION DRAFT PLAT & SUPPORTING DOCUMENTS SUBMITTAL CHECK-SHEET

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION

**CONSTRUCTION AUTHORIZATION MUST BE OBTAINED FROM LAND DEVELOPMENT SERVICES
PRIOR TO SUBMITTAL OF DRAFT PLAT**

COUNTY STAFF'S INITIALS	REP/APPLICANT'S INITIALS	REQUIRED SUBMISSION ITEMS
		Representative/Applicant Is Responsible For Insuring Each Of <u>The Following Are Clearly Labeled</u> and Complete. Staff Initially Will Only Check To Insure The Primary Item Has Been Submitted. FOLD ALL MATERIAL OVER 9X12.
		8 Prints of Plat (of sheets)
		Land Development Plat Review Application (original + 7 copies)
		Subdivision Draft Plat & Supporting Documents Submittal Check-Sheet (1)
		Declaration of Restrictions (_____ of sheets) (Unexecuted) (8 copies)
		Attorney's Title Opinion or Title Company's Title Certificate, (LDR Appendix A1) (original + 1 copy)
		Survey Closure Sheet (Signed and Sealed) (original + 1 copy)
		Current Boundary Survey (2 originals signed & sealed)
		Plat Name Change Letter (if applicable) (original + 7 copies)
		Plat Fee Calculation Sheet (1)
		Plat Review Fee, Check Payable to Board of County Commissioners
		PLEASE LIST BELOW ADDITIONAL INFORMATION PROVIDED: _____ _____ _____

SUBDIVISION FINAL PLAT & SUPPORTING DOCUMENTS SUBMITTAL CHECK-SHEET

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION

COUNTY STAFF'S INITIALS	REP/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 9X12.
		8 Prints of Plat (of sheets)
		Mylar (Executed) (1) (do not submit until notified)
		Cover Letter Addressing Review Comments (original + 7 copies)
		Subdivision Final Plat & Supporting Documents Submittal Check-Sheet (1)
		Recording Fee, payable to the Clerk of Circuit Court (do not submit until called with fee amount)
		Declaration of Restrictions (_____ of sheets) (Corrected & Executed) (Original + 7 copies)
		Attorney's Title Opinion or Title Company's Title Certificate, (LDR Appendix A1) (Executed) (Original)
		Survey Closure Sheet (Signed and Sealed) (If changed since Draft Plat submittal) (Original + 1 copy)
		Current Boundary Survey (2 originals signed & sealed) (If changed since Draft Plat Submittal)
		Notice to Purchaser, (LDR Appendix C27) (1)
		Consent to Dedication (if not on Plat), (LDR Appendix B1) (Executed) (Original)
		Certificate of Tax Search (Executed) (Original)
		Engineer's Estimate of Construction Cost (Completion/Sidewalk), (LDR Appendix A2) (Signed and Sealed) (If Bonding) (Original, if not previously submitted with Draft Plat or under separate cover)
		Securities & \$500 Securities Review Fee (If Bonding and after approval of Engineer's Estimates) (Originals)
		School Concurrency Approval Letter (Residential Plats only)
		PLEASE LIST BELOW ADDITIONAL INFORMATION PROVIDED: _____

**SARASOTA COUNTY
PLAT FEE CALCULATION SHEET**

Plat Name: _____

F/K/A: _____

Gross Acreage: _____

Total Lots: _____

<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 \$115.00	
Plus each of the following:		
First 1 - 10 lots: _____ lots x \$18.00	_____	
Next 11 - 20 lots: _____ lots x \$15.00	_____	
Next 21 - 40 lots: _____ lots x \$9.00	_____	
Next 41 - 80 lots: _____ lots x \$7.50	_____	
Next 81 - 150 lots: _____ lots x \$6.00	_____	
Next 151 - 300 lots: _____ lots x \$4.00	_____	
Next 301 or more lots: _____ lots x \$2.00	_____	
Environmental Engineering (Select One) (Required if on well/or septic) :		
1 - 25 lots: _____	\$250.00	
26 - 100 lots: _____	\$200.00	
101 or more lots: _____	\$250.00	
Each Resubmittal _____	\$35.00	
Zoning: _____	\$600.00	
Records: _____	\$15.00	
TOTAL FEE		

**Plat Fee should be made payable to the Board of County Commissioners
A Recording Fee will be required later in the process, payable to the Clerk of Circuit Court**

***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 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** _____