

**Final Plat Application
Levy County, Florida**

Filing Date: _____
Amount of Fee: **\$ 225.00**

Petition Number: FP _____
Validation Number: _____

TO THE LEVY COUNTY PLANNING COMMISSION:

Application is hereby made to the County Planning Commission of Levy County, pursuant to the provisions of Chapter 163, Florida Statutes, as amended, and the Levy County Land Development Code, Chapter 50-534, petitioning for a Final Plat on the following described:

I. Applicant and Request Information - Please print unless otherwise specified.	
Owner's Name: _____	Surveyor: _____
Address: _____	Address: _____
City _____ Zip Code _____	City _____ Zip Code _____
Phone _____	Phone _____

II. Parcel Information		
1. Subdivision Name: _____		
2. Date Preliminary Plat Approved: _____		
3. Parcel Number (s)	Section/Township/Range	Acreage
A. _____	_____	_____
B. _____	_____	_____
C. _____	_____	_____
Total Acreage:		_____

3. Locational Description (Please attach copy of legal description or existing plat if property in question is a re-subdivision). _____

4. Proposed Use of Property: _____

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5. Present Zoning /Land Use: _____
6. Was a Zoning Change Requested ?
Yes No
[if yes, the plat may not be approved until it conforms with the local zoning. Include a certification of zoning compliance if a change was requested]
7. Have all required improvements been installed ? Yes No
[If no, include detailed estimates of cost and a statement relative to the method of improvement guarantee. All estimates must be approved by the County Commission.]
8. Do you proposed deed restrictions ? Yes No
[If yes, please attach copy]

III. To Be Supplied At The Time Of Submission:

Attach the items in the order listed below. The application will not be processed without these items. Any information changes must be submitted, in writing to the Levy County Development Department and received one week prior to the Planning Commission Public Hearing.

1. Final Plat Application 2. Property Deed. The most recent one pertaining to the property being requested to be subdivided, obtained from the Clerk of Circuit Court's Office or property statement from the Tax Collector's Office 3. Location map identifying subject parcel with either a color or pattern 4. Surface water permit or exemption 5. Signed and sealed boundary survey's. (office, road and bridge and engineering) 6. Current title opinion.

NOTE: See checklist for appropriate number of copies for submittal

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IV. APPLICATION INSTRUCTIONS:

- (a) An application for a Final Plat must be accompanied by a fee of \$225.00 **plus all fees and costs for services of County Engineer, outside legal counsel or other professional consultants in connection with the application.** Please note, application fee may be subject to change.

- (b) If the applicant is not the owner of record of the property, the owner must agree to this application either by signing the application form, or by submitting a notarized letter authorizing the applicant to act as an agent. Owner's authorization is required at the time this application is submitted.

- (c) All required documentation and submission material is required to accompany the application at the time the request is submitted. Applications are screened for completeness. Depending on the proposed use, additional information may be required. **Failure to provide all information and submission material required shall delay the public review of the application until such time as all materials are received.**

- (d) The Final Plat applications are processed once a month. Applications received by the first (1st) day of the month preceding a regular monthly meeting of the planning commission will **tentatively** be scheduled, advertised and presented at a public hearing the following month. Applications received after the first (1st) of the month will not be scheduled for the following month.

- (e) Applications may be submitted as follows:
 - In Person: Levy County Zoning Department generally located on alternate 27, within the Levy County Building and Zoning Office.

 - By Mail: Levy County Zoning Department, Levy County Courthouse, Post Office Box 672 Bronson, Florida, 32621.

- (f) This office will prepare the poster(s) and place them on the property involved in this request.

- (g) Abutting property owners will be notified by mail of the request. "Abutting property" is any property immediately adjacent or contiguous to the property which is the subject of this request or located within 300' (three hundred feet) of the subject property lines including, immediately across any road or public right-of-way for said property.

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- (h) **The applicant, or his duly authorized representative, shall attend the planning commission meeting at which the preliminary plat is to receive. The planning commission may, in its discretion, either proceed with the public hearing and consideration of an application or table the application in the event the applicant or his duly authorized representative does not appear at the planning commission meeting. [Levy County Land Development Code, Chapter 50, Section 532]**

Additional Assistance: If you require further information, please contact the Levy County Zoning Department at (352) 486-5203 or visit the above address in person.

I _____, have read and understand the instructions and submission requirements stated in this application. Approval granted by said Commission in no way constitutes a waiver from any applicable Local, State, or Federal regulation.

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the legal owner or authorized agent of the above described property.

OFFICE USE ONLY:			
Planning Commission Public Hearing Date: _____	_____	Time: _____	_____
Board of County Commissioners Hearing Date: _____	_____	Time: _____	_____
Planning Commission Action:	Approval	<input type="checkbox"/>	Denial <input type="checkbox"/>
Notes, Instructions and Comments:			

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OWNER VERIFICATION

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the legal owner of the above described property.

Date

Owner Signature

STATE OF FLORIDA
COUNTY OF _____

Owner Signature

Sworn to and scribed before me this ____ Day of _____ 20 ____, by (name)
_____.

Signature - Notary Public

Personally known _____ Identification Expiration Date _____

AGENT VERIFICATION (if applicable)

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the authorized agent of the above described property.

Date

Authorized Agent Signature (if applicable)

STATE OF FLORIDA
COUNTY OF _____

Sworn to and scribed before me this ____ Day of _____ 20 ____, by (name)
_____.

Signature - Notary Public

Personally known _____ Identification Expiration Date _____

**Levy County
Final Plat Checklist for:**

Prior to making application for a final plat, the following must be done:

Step 1: Construction and Development Permit

- Submit **three (3)** sets of signed and sealed construction plans for review by the Development Department, County Engineer and Road Department. (If applicable)
 - Three (3)** copies of the Environmental Resource Permit (ERP) or exemption (if no road construction is required) from the appropriate water management district. (Development Director, County Engineer, Road Department)
 - Receive **written** approval from the Levy County Road Department. Construction Development Permit can be issued. Fee - \$125.00 plus \$5.00 for each lot (if applicable).
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Step 2: Plat Review (Must submit plat (s) on the 1st day of the month to be reviewed on the 2nd Wednesday of the same month)

- Submit **five (5)** paper copies (**three must be signed and sealed**) of the proposed plat for review by the Development Director, County Engineer, Road Department, County Attorney and County Planner.
 - Submit **three (3)** copies of the signed and sealed boundary survey's.
 - Current** title opinion. Provide one original and two copies.
 - Fee in the amount of \$225.00 - **MUST BE PAID AT SUBMITTAL OF THE PLATS FOR PLAT REVIEW.**
 - Original completed application with all supporting documents.
- This fee does not include any costs that will be incurred by the County Engineer for engineering fees.**
- Schedule Plat Review Meeting: _____

Step 3: Submittal of a Final Plat for the Planning Commission

- Eight (8) copies of the Final Plat with corrections that were recommended by the Plat Review Committee. (**Three of which must be signed and sealed**) **ALL COPIES MUST BE FOLDED AND BOUND FOR SUBMITTAL AND RETURNED NO LATER THAN TWO WEEKS PRIOR TO THE SCHEDULED MEETING.**

NOTE: **The Final Plat must bear the signatures of the Levy County Road Department, Health Department, Engineer and Property Appraiser prior to being scheduled for the Planning Commission.**

Schedule meeting for Planning Commission: See Schedule. _____

Step 4: Submittal of a Final Plat for the Board of County Commissioners

- Fourteen (14) copies of the Final Plat. (Three of which must be signed and sealed) **ALL COPIES MUST BE FOLDED AND BOUND FOR SUBMITTAL AND RETURNED NO LATER THAN TWO WEEKS PRIOR TO THE SCHEDULED MEETING.**
- A letter of approval of the Title Opinion/Plat Certification from the County Attorney must be obtained prior to being placed on the agenda for the BOCC.**
- Provide receipt of all paid property taxes. This can be verified on the internet at the Tax Collector's site. **Must be paid prior to being scheduled for the BOCC.**
- Engineering Fees. **Must be paid prior to being scheduled for the BOCC.**
- Schedule meeting for Board of County Commissioners: _____

Copies will be distributed as follows and as applicable:

Plat Review:

Mills Engineering - 1
Road Department - 1
Planning Department - 1
County Commissioner (appointed to committee) - 1
County Attorney - 1

Planning Commission:

Planning Board Members - 5
County Attorney - 1 (plat with corrections if applicable)
Development Department - 1
Alternate - 1 if applicable

Board of County Commissioners:

Board Members - 5
Clerk's Office - 1
Board Office - 8