Preliminary Plat Application
Levy County, Florida

Filing Date:_____ **Petition Number:** PP_____
Amount of Fee: $235.00 **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 50-532, petitioning for a Preliminary Plat on the following described:

I. Applicant and Request Information - Please print unless otherwise specified.

Owner's Name:_____ Surveyor's Name:_____
Owner's Signature:_____ Address:_____
Address:_____ _____Zip_____
_____Zip_____ Telephone Number:_____
Telephone Number:_____

II. Parcel Information:

1. Subdivision Name: _____
2. Parcel Number (s) Section/Township/Range Acreage

A. _____ _____ _____
B. _____ _____ _____
C. _____ _____ _____
D. _____ _____ _____
Total Acreage: _____

3. Locational Description (Please attach copy of legal description or existing plat if property in questions is a re-subdivision).
_____
_____
4. Proposed Use of Property:_____
5. Present Zoning/Land Use:_____ 6. Proposed Zoning Changes:_____
7. Number of Lots_____ 8. Acres in each Parcel:_____
9. Do you propose deed restrictions ? Yes ☐ No ☐

10. What type of sewage disposal do you propose ? _____

11. List all proposed improvements and utilities and state your intention to install or post a guarantee prior to actual installation.

NOTE: **Board of County Commissioners approval of a preliminary plat shall expire after a period of eighteen (18) months, unless an extension is requested and granted by the BOCC, or unless a construction permit, if required is granted within the eighteen (18) month period and construction is performed continuously until completion with any break in construction lasting for no more than six (6) months.**

III. To Be Supplied At The Time Of Submission:

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

1. Preliminary 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.** Preliminary Plats; **4.** Concurrency form (if applicable); **5.** Location map identifying subject parcel with either a color or pattern

NOTE: See checklist for appropriate number of copies for submittal.

NOTE: **Being located within a municipal service district area may delay your plat being placed on the agenda, as review and comment from the appropriate municipality is required before scheduling can be done.**

IV. APPLICATION INSTRUCTIONS:

(a) An application for a Preliminary Plat must be accompanied by a fee of $235.00. **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 an 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.

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(d) The Preliminary Plat applications are processed once a month. Applications received by the first (1st) day of the month will **tentatively** be scheduled, advertised and presented at a public hearing the following month. Applications received after the first (1st) day 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 and place it 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.

(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.

Owner/Agent Signature: _____ **Date:** _____

OFFICE USE ONLY:

Planning Commission Public Hearing Date: _____

Planning Commission Action: Approval ❒ Denial ❒

BOCC Public Hearing Date: _____

BOCC Action: Approval ❒ Denial ❒

Levy County
Preliminary Plat Checklist for:

_____

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

Step 1: <u>Plat Review</u> (Must submit plat (s) on the first day of the month to be reviewed on the 2nd Wednesday of the same month)

☐ Submit one original and four copies of the completed concurrency form along with the required fee. **(If applicable)**

☐ 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 Planner and Commissioner appointed to this committee.

☐ One (1) original of the completed application (with all supporting documents as mentioned below) with owner's signature (if representing themselves) or authorized agent's signature with a notarized letter from the property owner giving permission for the surveyor to act as agent.

* Deed
* Location Map

☐ Fee in the amount of $235.00 - **MUST BE PAID AT SUBMITTAL OF THE PLATS FOR PLAT REVIEW.**

☐ Schedule Plat Review Meeting: _____

Step 2: Submittal of a Preliminary Plat

The following items must be submitted no later than the deadline date on the schedule in order to be processed and placed on the agenda for the Planning Commission after having been reviewed by the Plat Review Committee:

☐ Twenty-two (22) copies of the Preliminary Plat with corrections that were recommended by the Plat Review Committee. **(Three copies must be signed and sealed).** Additional copies may be needed depending on the application. (i.e. Plat located in an MSD, etc.)

<u>ALL COPIES MUST BE FOLDED AND BOUND FOR SUBMITTAL AND RETURNED NO LATER THAN TWO WEEKS PRIOR TO THE SCHEDULED MEETING.</u>

☐ Schedule meeting for Planning Commission: _____

☐ 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

Planning Commission:

Planning Board Members - 5
Alternate - 1 (if applicable)
School Board - 1
County Attorney - 1
City - 1 (if applicable)
Other Agencies (if applicable, i.e. Water Management District) - 1

Board of County Commissioners:

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