



APPLICATION FOR SUBDIVISION PLAT APPROVAL CHECKLIST

1. At least thirty (30) calendar days prior to the Planning Board meeting, submit to staff:

- Application
- Eleven (11) copies of plat – MUST BE FOLDED
- One copy 11x14 or smaller, or an electronic copy of plat (JPG or PDF) provided on CD/disk or emailed
- Fees (cash or check made payable to “The City of Pensacola”)
 - Preliminary Plat Approval
 - Upon Submittal – \$1,000.00 + \$25.00 per lot
 - Each Resubmission – One-Half (1/2) the initial fee
 - Final Plat Approval
 - Upon Submittal – \$1,500.00 + \$25.00 per lot
 - Each Resubmission – One-Half (1/2) the initial fee
 - Preliminary & Final Plat Approval
 - Upon Submittal – \$2,000.00
 - Each Resubmission – One-Half (1/2) the initial fee

2. After Planning Board approval, the final plat will be transmitted to the City Council

3. Within 180 days of City Council approval, applicant shall

- Satisfy open space requirement (only applicable to residential subdivisions)
 - Land dedication – 5% of total land area (no less than ¼ acre); OR
 - Fee in lieu of dedication – 5% of the appraised value of the land made payable to the “City of Pensacola.”
- Bring mylar to Planning Services (staff will route the mylar for required signatures & contact applicant when it is ready to be picked-up)
- Applicant shall record the signed mylar with the County Recording Division (850) 595-3930 / 223 Palafox Place, Room 103; Pensacola, FL 32502

4. After recording, applicant shall submit the following to Planning Services:

- One (1) signed & recorded mylar
- Fourteen (14) copies of the signed & recorded mylar – MUST BE FOLDED

* Building permits will not be issued until Planning Services receives copies



SUBDIVISION PLAT

Please Check Application Type:

Minor Subdivision (< 4 lots)

Subdivision (> 4 lots)

Preliminary & Final Plat Submission

Preliminary Plat Submission

Final Plat Submission

Fee: \$2,000.00

Fee: \$1,000.00 + \$25/lot

Fee: \$1,500.00 + \$25/lot

[Resubmittal: 1/2 the initial fee; Rescheduling to Planning Board / City Council: \$250.00]

Applicant Information

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Owner Information (if different from applicant)

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Property Information

Location/Address: _____

Subdivision Name: _____

of Parcels to be Subdivided: _____ Parcel ID #(s): _____

of Existing Lots: _____ #of Proposed Lots: _____ Total Acreage: _____

Legal Description: Please attach a full legal description from deed or survey

Type of Subdivision: _____ Residential* _____ Non-Residential
[*If residential, see reverse for open space requirement]

Will a Variance from the Subdivision Regulations be requested for the project (Sec. 12-8-7)? _____ YES _____ NO

If yes, specify exact variance requested: _____

I, the undersigned applicant, understand that payment of these fees does not entitle me to approval of this plat and that no refund of these fees will be made. Also, I understand that any resubmissions based on non-compliance with City subdivision and/or development requirements will result in one-half (1/2) the initial application fee. I have reviewed a copy of the applicable zoning and subdivision requirements and understand that I must be present on the date of the Planning Board meeting.

Signature of Applicant

Date

(Owner of Property or Official Representative of Owner)

FOR OFFICE USE ONLY

Zone: _____ District: _____

Date Received: _____ Case Number: _____

Application Fee: _____ Receipt #: _____

Open Space Requirement (acres or \$): _____ Receipt #: _____

Planning Board Date: _____ Recommendation: _____

Council Date: _____ Action: _____

Recording Date: _____ Map Bk/Pg: _____

***Sec. 12-8-6. SITES FOR PUBLIC USE.**

(B) Sites for park and recreation or open space. Each subdivision plat shall be reviewed by the planning and leisure services departments in order to assess the following: park and recreational or open space needs for the recreation service area within which the subdivision is located and for the city as a whole; and characteristics of the land to be subdivided for its capability to fulfill park, recreation or open space needs. Based on this review the city staff shall recommend one of the following options:

(1) *Dedication of land for park, recreation or open space needs.* The subdivider(s) or owner(s) shall dedicate to the city for park and recreation or open space purposes

at least five (5) percent of the gross area of the residential subdivision. In no case shall the aggregate acreage donated be less than one-quarter (1/4) acre.

(2) *Payment of money to an escrow account for park, recreation or open space needs in lieu of dedication of land.* The subdivider(s) or owner(s) shall pay unto the city such sum of money equal in value to five (5) percent of the gross area of the subdivision thereof, which sum shall be held in escrow and used by the city for the purpose of acquiring parks and developing playgrounds and shall be used for these purposes and no others. The aforementioned value shall be the value of the land subdivided without improvements and shall be determined jointly by the city manager and the subdivider. If the city manager and subdivider cannot agree on a land value, then the land value shall be established by arbitration. The city manager shall appoint a professional land appraiser, the subdivider shall appoint a professional land appraiser, and these two (2) shall appoint a third.

***Open Space Requirement (only applicable to residential subdivision)**

Sec. 12-8-6 requires (a) the dedication of 5% of the gross area for open space purposes, or (b) a fee in lieu of land dedication. Please calculate and check preferred method of meeting requirement:

(a) Total Land Area: _____ acres

5% for land dedication*: _____ acres

[*may not equal less than 1/4 acre]

(b) Value of land (Esc. Co. Tax Assessor) \$ _____

Fee in lieu of land dedication (5% of value) \$ _____

[Payable to the City of Pensacola; Due after plat approval, prior to receiving signatures]

Sec. 12-8-3. Procedure for subdivision approval.

(A) *Procedure for subdivision requiring a plat.*

(1) *Approval of preliminary plat by the planning board.*

(a) Any person desiring to divide land into three (3) or more lots shall first file with the planning board a preliminary plat of the subdivision prepared in accordance with the requirements of section 12-8-8.

(b) Accompanying the preliminary plat shall be a general location sketch map showing the relationship of the proposed subdivision to existing community facilities which serve or influence it. On such sketch map, the main traffic arteries, shopping centers, schools, parks, and playgrounds, principal places of employment and other principal features should be noted.

(c) Where the preliminary plat submitted covers only a part of the total contiguous property under the subdivider's ownership, a sketch of the prospective future street system of the unsubdivided part shall be required if not shown on a previously approved conceptual plan or plans for the entire property. The street system of the unplatted portion shall be planned to coordinate and connect with the street system of the platted portion.

(d) A master drainage plan at a scale not smaller than one inch equals two hundred (200) feet, shall be prepared. The master drainage plan shall be for the entire property and shall be reviewed by the city engineer in relation to the entire drainage basin. It is the specific intent of this requirement that rights-of-way and easements of all drainage improvements including but not limited to, retention ponds, ditches, culverts, channels, and the like required for the drainage of the site for both on-site and off-site improvements, shall be provided for the master drainage plan. Instruments shall be submitted fully executed in sufficient form for recording for all off-site drainage rights-of-way and easements not included on the final plat. These instruments shall be submitted with the final plat for recordation.

(e) Eleven (11) copies of the preliminary plat shall be submitted to The Community Development Department at least thirty (30) calendar days prior to the meeting at which it is to be considered.

(f) Prior to the examination of the preliminary plat, the planning board shall be furnished with reports from the city engineer, traffic engineer, energy services, Escambia County Utilities Authority, fire department, and the secretary to the planning board to the effect that said plat does or does not conform to the comprehensive plan, the provisions of this chapter, and with sound principles and practices of planning and engineering and with such other items that may affect the health, safety and welfare of the people.

(g) When, after examination, the planning board finds as fact that the aforementioned requirements have been met, the preliminary plat may be approved; however, such approval shall not constitute an approval of the final plat. If the preliminary plat is rejected, the planning board shall provide the applicant in writing a detailed list of reasons for rejection.

(2) *Approval of final plat by the planning board and city council.*

(a) The final plat shall conform substantially to the preliminary plat. The applicant shall submit only that portion of the approved preliminary plat which he proposes to record and develop. Such portion shall conform to all requirements of this chapter. Such final plat shall be submitted within one year (three hundred sixty-five (365) days) of the date of the approval of the preliminary plat. If more than one year has elapsed since the approval of the preliminary plat, the preliminary plat must be resubmitted to the planning board for their review and approval prior to submission of the final plat.

(b) Eleven (11) copies of the final plat shall be submitted to The Community Development Department at least thirty (30) calendar days prior to the meeting of the planning board at which it is to be considered. Before granting final approval of the plat, the planning board shall receive reports from the secretary to the planning board, the city engineer, the traffic engineer, energy services of Pensacola, the Escambia County Utilities Authority and the fire department.

(c) After approval by the planning board, the final plat shall be transmitted to the city council for approval. Approval of the plat shall be granted by the city council upon its finding that all the requirements of this chapter have been met.

(3) *Approval of a combined preliminary/final plat of a subdivision by the planning board and city council.* Subdivisions containing no more than four (4) lots fronting on an existing public street, right-of-way or an access easement, not involving any new street or road, or the extension of governmental facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provision of this code or the comprehensive plan, may be reviewed and approved through an abbreviated procedure which provides for the submittal of both the preliminary and final plat concurrently. All design standards, plat information and recording requirements as set forth in this chapter shall be complied with when exercising the abbreviated minor subdivision procedure.

(B) *Procedure for division of land requiring a boundary survey.* A division of land into no more than two (2) lots fronting on an existing public street, or an access easement not involving any new street or road, or the extension of governmental facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provision of this code or the comprehensive plan, may be reviewed and approved by the city engineer, city surveyor and city planner through an abbreviated procedure which provides for the submittal of a metes and bounds description and a legal boundary survey of the property.

(1) *Submission requirements.*

(a) Any person desiring to divide land into no more than two (2) lots shall first submit three (3) copies of a metes and bounds description and a legal boundary survey of the property (equal to that required by F.S. § 472.27, pertaining to minimum technical standards for surveys, and having a minimum of four (4) concrete permanent reference monuments set) to The Community Development Department. The boundary survey shall be drawn at a scale of one hundred (100) feet to the inch, or less, and shall depict all information required by section 12-8-8(a) through (j).

(b) If an access easement is required for the subdivision, this document shall be attached to each of the three (3) copies of the boundary survey.

(c) All stormwater drainage requirements set forth in this chapter shall be complied with when exercising this procedure.

(2) *Final approval.*

(a) The Community Development Department shall notify the applicant of the approval or disapproval of the subdivision boundary survey within nine (9) working days from submission.

(b) If the subdivision boundary survey is rejected The Community Development Department shall provide the applicant, in writing, a detailed list of reasons for rejection.

(c) Upon submission of the corrected subdivision boundary survey the Community Development Department shall notify the applicant of the approval or disapproval of the corrected boundary survey within nine (9) days. If the subdivision boundary survey is not approved, the minor subdivision must be resubmitted.

(d) After the survey has been approved by city staff fourteen (14) blueprints and one (1) mylar of the survey shall be filed with The Community Development Department. In addition, one (1) copy each of any applicable recorded access easements shall be filed with The Community Development Department.

(e) Furthermore, no building permit shall be issued until the survey has been approved by city staff and any accompanying documentation has been recorded.

City of Pensacola
PRELIMINARY PLAT
7/1/98

1. Shall be drawn to a scale of one hundred (100) feet to the inch, or less.
2. Subdivision or development name, name of the owner(s) or developer(s), name(s) of surveyor and designer, north arrow, date and scale.
3. The boundary line of the tract to be subdivided drawn accurately to scale and with accurate linear and angular dimensions.
4. Streets: Names, right-of-way and roadway width; similar data for alleys, if any.
5. The location and size of water, gas and sanitary sewer mains, fire hydrants, storm drains, and all structures on the land to be subdivided and on the land within ten (10) feet of it.
6. Other rights-of-way or easements; location; width and purpose, including avigation easements and maintenance easements for zero lot line dwellings.
7. Lot lines, lot numbers and block numbers.
8. Sites, if any, to be reserved or dedicated for parks, playgrounds or other public use.
9. Sites, if any, for multiple-family dwellings, shopping centers, churches, industry or other nonpublic uses exclusive of single-family dwellings.
10. Reference to recorded subdivision plats of adjoining platted land by record name, book and page number.
11. Minimum building setback lines (front, side and rear), as required in the zoning regulations.
12. Site data including number of residential lots, typical lot size and areas in parks, etc.
13. Ground contours at intervals not greater than two (2) feet.
14. Orientation of subdivision or development in relation with surveyors bench marks and monuments.
15. All plats located in the one hundred-year floodplain or within airport impact district shall state such information on the face of the plat.

The above information may be graphical except where detailed computations are required.

City of Pensacola
FINAL PLAT
7/1/98

Land Development Code

1. Shall be drawn to a scale of one hundred (100) feet to the inch, or less.
2. Subdivision or development name, name of the owner(s) or developer(s), name(s) of surveyor and designer, north arrow, date and scale.
3. The boundary line of the tract to be subdivided drawn accurately to scale and with accurate linear and angular dimensions.
4. Streets: Names, right-of-way and roadway width; similar data for alleys, if any.
5. Other rights-of-way or easements; location; width and purpose, including avigation easements and maintenance easements for zero lot line dwellings.
6. Lot lines, lot numbers and block numbers.
7. Sites, if any, to be reserved or dedicated for parks, playgrounds or other public use.
8. Reference to recorded subdivision plats of adjoining platted land by record name, book and page number.
9. Minimum building setback lines (front, side and rear), as required in the zoning regulations.
10. Orientation of subdivision or development in relation with surveyors bench marks and monuments.
11. All plats located in the one hundred-year floodplain or within airport impact district shall state such information on the face of the plat.

The above information may be graphical except where detailed computations are required.

Chapter 177, Florida Statutes

1. A boundary survey of the platted lands must be provided.
2. A primary name (“the”, “replat”, or “a” may not be the first word).
3. Any change in a plat shall be labeled a “replat” (“amended plat”, “revised plat”, “corrected

plat", or "resubdivision" may not be used).

4. Size of 24"x36" with at least ½" margin on each of three sides and 3" margin on the left side.
5. If more than 1 sheet an index or key map and matchlines are required.
6. Letter size and scale of sufficient size. Scale shall be both stated and graphically illustrated on every sheet.
7. Name of the plat in bold legible letters.
8. Name of the surveyor or legal entity and street and mailing address on each sheet.
9. A north arrow.
10. The bearing or azimuth reference stated and referenced to some well established and monumented line.
11. PRM's at each corner or change in direction and not more than 1400 feet apart (may be on an offset).
12. If a previously set PRM is found, the registration or authorization number shall be shown or if unnumbered, shall so state.
13. PRM's shall be set before recording and shown by an appropriate symbol.
14. PCP's set on the centerline of right-of-way, at the intersection and terminus, each change of direction, and no more than 1000 feet apart. Shown by an appropriate symbol.
15. PCP's may be set prior to the recording of the plat and must be set within 1 year of the date the plat was recorded.
16. Monuments must be set at all lot corners, points of intersection, and changes of direction which do not require a PRM or PCP.
17. Monuments may be set prior to the recording of the plat and must be set before the transfer of any lot.
18. Section, township, and range along with the name, of the city, county, and state.
19. A complete description of the lands subdivided, the same as in the title certification.
20. City Council approval.
21. Surveyor's statement of review for the City in the form shown below.

SURVEYOR'S STATEMENT:

THIS PLAT HAS BEEN REVIEWED FOR CONFORMITY TO CHAPTER 177, FLORIDA STATUTES, BY THE UNDERSIGNED PROFESSIONAL SURVEYOR AND MAPPER, FOR THE CITY OF PENSACOLA.

PROFESSIONAL SURVEYOR AND MAPPER

DATE

22. Dedication by the owner of record.
23. Circuit court clerk's certificate.
24. Surveyor's seal, certificate, printed name, registration number or authorization number, and address (surveyor or legal entity) located directly below the required statement.
25. All section lines and quarter section lines shall be indicated.
26. If a metes and bounds description, point of commencement, course bearings and distances, and point of beginning, shall be indicated.
27. If in a land grant, then defined by metes and bounds and courses.
28. Location, width, and names of all streets, waterways, or other rights-of-way.
29. Location and width of proposed and existing easements and their intended use. Where not coincident with property lines, must be labeled with bearings and distances and tied to the principal lot, tract, or right-of-way.
30. All contiguous property identified by subdivision title, plat book, and page, or if unplatted, so designated.
31. If part or the whole of a previously recorded subdivision, sufficient ties shown to control lines appearing on the earlier plat; the fact of its being a replat in the subtitle stating the name of the subdivision being replatted and the appropriate recording reference.
32. All lots shall be numbered progressively or if in blocks, progressively numbered in each block, and the blocks progressively numbered or lettered, blocks in numbered additions may be numbered consecutively throughout the additions.
33. Sufficient survey data to describe the bounds of every lot, block, street easement, and all other areas shown. If bounded by an irregular line the major portion shall be enclosed by a witness line with distances to the irregular boundary.

34. All dimensions except to irregular boundaries, shall be shown to a minimum of hundredths of feet (U. S. Survey foot or meter).
35. Curvilinear lot lines shall show the radii, arc distances, and central angles.
36. Radial lines shall be so designated. Direction of nonradial lines shall be indicated.
37. Sufficient angles, bearings, or azimuth to show directions of all lines, and all bearings, angles, or azimuth shown to the nearest second of arc.
38. Centerline of all streets shown as follows: noncurved lines: distances with either angles, bearings or azimuth; curved lines: arc distances, central angles, and radii, with chord and chord bearing or azimuths.
39. Park and recreation parcels so designated.
40. All interior excepted parcels clearly indicated and labeled "Not a part of this plat."
41. Purpose of all areas dedicated clearly indicated or stated.
42. When not possible to show line or curve data information on the map, a tabular form may be used on the sheet to which it applies.
43. "Notice: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county."
44. A legend of all symbols and abbreviations.