



City of Longwood Preliminary Plat Application

Date Submitted: _____

Project Name: _____

Property Address: _____

Tax ID Number(s): _____

Project Acres: _____ Units Proposed _____ Units/acre _____

Future Land Use _____ Planning District _____

Existing Use _____ Proposed Use _____

	Property Owner	Applicant
Name		
Address		
Phone		
E-Mail		
Fax		

Pre-Application Meeting. Before submitting this application, you will need to schedule a pre-application meeting with Department staff. In this meeting, a tentative timeline will be established for your project including the schedule for public hearings, CAPP meetings, and any other potential requirements. This meeting has a fee of \$50 which is credited to your application fee.

A **Citizen Awareness and Participation Plan (CAPP) Meeting** may be required for a preliminary plat. This requirement will be discussed at the Pre-Application Meeting.

Date of Pre-Application Meeting (Completed By Staff)	Yes	No	Staff Initial
CAPP Meeting Required (Completed By Staff)	Yes	No	Staff Initial

<p style="text-align: center;">Key LDC References</p> <p>LDC 10.14.0 <i>Plats</i> LDC 3.2.0. <i>Site design standards</i> LDC 3.3.0. <i>Subdivision design and layout.</i></p>	<p style="text-align: center;">Cost Recovery Agreement</p> <p>I understand and agree to the cost recovery requirements in Chapter 59 of Longwood City Code and as described on Page 2 of this application.</p> <p>Initials: _____</p>
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City Project Number (Completed By Staff)

Intake Staff Person (Completed By Staff)	Project Manager (Completed By Staff)
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Application Fees

Preliminary Plat: \$500.00 + \$2,000 retainer

Total Application Fee

\$ _____

Submittal Requirements

- Completed Preliminary Plat Checklist (Page 3)
- Completed Public Improvements Plan Checklist (Page 4)
- 1 copy of boundary survey
- 2 copies of Preliminary Plat
- 4 copies of Public Improvements Plan
- Title Opinion/Certification
- Instruments pertaining to required deeds, rights-of-way, easements, or reservations.
- A digital copy of all required information
- Other information may be required as determined at the pre-application meeting

Platting Schedule

- Pre-Application Meeting
- CAPP Meeting (Where Applicable)
- Preliminary Plat Submittal**
- Development Review Committee Meeting
- Development Order Issuance
- Site Work Construction Permit
- Final Plat Submittal
- Final Plat Approval (City Commission Meeting)

Required Information After Submittal

- CAPP Report.** Following a CAPP meeting, the applicant shall submit a report detailing the proceedings of the meeting.
- SCALD Letter.** A School Concurrency Availability Letter of Determination (SCALD) letter is required for all residential projects. An application is attached and may be included with the initial plat submittal or given directly to the Seminole County School Board offices.
- Seminole County Addressing.** Subdivision and street names must be coordinated with Seminole County Addressing at Addressing@seminolecountyfl.gov.

I hereby certify that I have read this application and that the information supplied herein is true and correct to the best of my knowledge. I agree to comply with the current City Codes and Ordinances and County, State and Federal laws regarding land development. I am the property owner, or authorized agent, of the subject property that this petition applies to.

Print Owner/Authorized Agent Name _____ **Signature** _____ **Date** _____

COST RECOVERY AGREEMENT:

By signing this application, the applicant understands and agrees that, pursuant to Longwood City Code Chapter 59, all direct costs, expenses and fees incurred by the city relating directly to the review, processing, inspection, or regulation of an application, including but not limited to the time of city consultants, as well as those relating directly to advertising, surveying, legal and engineering for an application or project shall be assessed to the applicant and reimbursed to the City.

For projects in the Historic District, the department may seek the input of a licensed architect with specialization in historic structures to evaluate submittals, the cost of which would be the responsibility of the applicant.

To cover these costs, many applications require a review retainer. The review retainer will be held during the course of review, and returned to the applicant once project review has been completed or the application has been formally withdrawn and after all outstanding invoices are paid. The review retainer is not to be used to pay invoices during the course of review, those will be sent separately to the applicant.

Full payment of all fees is a requirement for City's final approval of the Application. Following the approval of a permit and the payment of all required fees, or following a written letter from the applicant requesting the application be withdrawn and voided, any remaining balance will be refunded to the applicant, typically within 60 days.

APPLICANT INITIALS _____

Preliminary Plat Checklist

<ul style="list-style-type: none"> <input type="checkbox"/> Legal description, boundary survey, tract dimensions, lot and block designations, location and description of existing and proposed permanent reference monuments. <input type="checkbox"/> Vicinity map. Showing relationship between area proposed for development and surrounding streets and public facilities, shall be at a scale of not less than one inch equals 2,000 feet. <input type="checkbox"/> Existing streets. The name, location, and right-of-way width of all existing streets which abut the proposed subdivision, and existing easements on the property and location of all existing driveways and meeting openings in the vicinity. <input type="checkbox"/> Location, names and width of existing and proposed streets and rights-of-way, accesses to the parcel, easements, building lines, alleys, signage, parks, and other open public spaces and similar facts regarding adjacent property. <input type="checkbox"/> The width and location of any rights-of-way, streets, easements or other public ways or places shown upon the Future Land Use Map within the area to be subdivided and any proposed vacations of such streets, easements, public ways or places. <input type="checkbox"/> Development specifications of the tract including, but not limited to: <ul style="list-style-type: none"> o Area of the tract. o Proposed number of lots and dwelling units. o Amount and location of all land to be dedicated or reserved for all public and private uses, including rights-of-way, easements, etc. o Amount of area devoted to all existing and proposed land uses, including schools, open space, churches, residential and commercial, as well as the location thereof. o All existing and proposed property lines with approximate dimensions. <input type="checkbox"/> Soil classification map drawn on the face of the plan for comparison with proposed development activities. Indicate soil classifications on the plat as identified by the United States Department of Agriculture Soil Conservation Service in the "Seminole County Soil Survey" and "Soil Survey Supplement." <input type="checkbox"/> A recent topographic survey of existing conditions based on United States Coast and Geodetic Survey, Mean Sea Level (MSL) Datum, National Oceanographic Survey contoured to an interval of one foot. The survey shall include the proposed plat area plus adjacent lands within a minimum of 100 feet of the boundaries thereof. <input type="checkbox"/> Natural features including lakes, wetlands, watercourses, and other pertinent features. Seminole County wetlands maps or aerial photography interpretation may be utilized for wetlands delineation. <input type="checkbox"/> Limits of floodplain. Indicate flood elevation, drawn on the face of the plan, for 100-year flood as established by the United States Geological Survey Map series entitled, "Map of Flood Prone Areas," or the "Flood Insurance Rate Map (FIRM)." <input type="checkbox"/> Utilities. Proposed source of water and sewer. The location of any underground or overhead utilities, culverts and drains on the property to be subdivided, and within 200 feet of the proposed plat boundary. <input type="checkbox"/> The boundaries of proposed utility easements over or under private property. Such easements shall provide satisfactory access to an existing public right-of-way or other public open space for maintenance or other activities by utility companies. Drainage easements shall also be shown. <input type="checkbox"/> Reviews and submission of letter verifying availability of service by public utility companies and agencies that would be involved or would have an interest in utility installations as part of the development of a particular subdivision. 	<ul style="list-style-type: none"> <input type="checkbox"/> Proposed property lines of the subdivision prepared by a registered land surveyor in accordance with F.S. ch. 177. A registered professional civil engineer, architect, or landscape architect licensed to practice in the state may assist in the preparation of the site plan. <input type="checkbox"/> Proposed subdivision name and any previous or former subdivision name, north arrow, scale, date, section, township and range, and the county property appraiser's parcel number(s). <input type="checkbox"/> Name and address of the owner and individuals responsible for preparation of the drawings. Where a corporation or company is the owner of the subject subdivision, the name and address of the president and secretary of the corporation shall be shown. <input type="checkbox"/> Name and address of any lien holder for the property. <input type="checkbox"/> Location of all natural resources on and impacting the site including the location of all protected trees, by species, diameter and approximate height. <input type="checkbox"/> Sufficient data and graphics to enable the city engineer to evaluate the proposed stormwater management facilities, including existing and proposed major drainage patterns, drainage courses, and easements, and appropriate calculations. <input type="checkbox"/> The following additional information shall be provided for land in floodprone areas. <ul style="list-style-type: none"> o Plan of the channel showing the location of existing structures therein, obstructions and other typical areas, along with representative cross-sections of these areas. o Typical cross-section of the existing and proposed channel. o One-hundred-year storm [24 hours duration] hydrographs and/or flood routing calculation and backwater curve profiles of the proposed waterway unless the use of a lesser recurrence intervals approved by all appropriate permitting agencies. o Engineering evaluation of all potential increase in flood hazards to lands upstream or downstream and facilities thereon and provisions for eliminating at no public cost, all adverse effects due to this increase on said lands and facilities. o Minimum finished floor elevation which shall be set at or above the maximum water surface elevation determined from a map of floodprone areas prepared by the Federal Emergency Management Agency (FEMA) or based on more accurate or better information provided by a professional engineer licensed in the state (see the Manual of Standards for City streets, stormwater systems, and subdivisions, Chapter 7, Section 3, for finished floor elevation requirements). <input type="checkbox"/> Location of the nearest available public water supply, sewage collection system, and the proposed tie-in points, fire flow calculations, and including the name and address of the utility provider. <input type="checkbox"/> Any legal documents necessary to the control of the ownership and maintenance of such common areas as designated open space or signs. Legal documents shall be provided for all off-site drainage rights-of-way and easements. <input type="checkbox"/> Demonstration and documentation that all liens and assessments that encumber the property to be platted have been satisfied. <input type="checkbox"/> Any other information required on the application or as determined to be necessary at a preapplication conference.
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Public Improvements Plan Checklist

The Public Improvements Plan shall detail all construction for which the developer will be responsible for constructing prior to final plat approval and include the following information:

- A cover sheet including a vicinity sketch and benchmark based on MSL datum.
- A master drainage plan drawn to a minimum scale of one inch equals 100 feet showing the complete drainage system. For drainage plans that will not fit on one 24" by 36" sheet, a scale of one-inch equals 200 feet may be allowed.
- Soils map, location depth, type and results of subsurface borings.
- Paving and drainage plans and profiles showing existing and proposed elevations and grades of all public and private paved and open areas, including size, location, and type of drainage facilities and proposed first floor finished elevations of all structures.
- Water distribution and wastewater collection plans and proposed profiles.
- Construction details showing compliance with the construction standards.
- Special profile sheets showing special or unique situations, such as intersections or waterways.
- Plans showing existing and proposed improvements to waterways, streams, channels or ditches, bridges, culverts, bulkheads, retaining walls, and any other similar proposed structure.
- Street lighting, landscaping within public rights-of-way, parks, fire lanes, recreational areas and parking areas.
- Written specifications meeting, or exceeding, all applicable design minimum standards.
- The location of all parking spaces and off-street loading facilities.
- Copies of all permits issued by agencies exercising jurisdiction over proposed drainage improvements and areas containing natural resources.
- Name and seal of the registered professional civil engineer, architect, or landscape architect licensed to practice in the state who was responsible for the preparation of the public improvements plans.
- Color elevations are required, except for single-family residential projects.