

**ARTICLE II
SUBDIVISION AND PLAT PROCEDURES**

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**ARTICLE II
SUBDIVISION AND PLAT PROCEDURES**

SECTION 1.0 INTENT OF SUBDIVISION PLAN REVIEW

A. General.

1. Purpose and Intent.

The intent of subdivision plan review is to:

- a. Set forth uniform procedures, well-defined application processes and information requirements that ensure that the subdivision of land within the City is consistent with all applicable minimum development standard and controlling State law;
- b. Ensure that the approval of such subdivisions will be based upon the provision and availability of adequate public facilities and services coincident with the impact of the subdivision's development within the immediate area surrounding the site;
- c. Ensure that the subdivision is compatible and coordinated with existing and anticipated development within the immediate area surrounding the site; and
- d. Maintain consistency with all applicable laws including but not limited to, Chapter 177, *Florida Statutes*.

2. Lawfulness.

Any deviation from the provisions of this Article, unless specifically stated herein or allowed by other provisions of the *LDR*, the Administrative Official, or as granted in a development order, is prohibited and unlawful.

3. Best Practices.

All reviews and determinations of the provisions within this Article by the Administrative Official shall be to implement the purpose and intent of this Article together with sound and generally accepted land use planning practices and principles.

B. Subdivision Plan Application Review Types.

Each of the review processes herein are intended to define the relationship and differentiate between overall and specific subdivision design considerations, technical engineering and construction requirements and platting requirements consistent with [Schedule N](#) – Subdivision Requirements. The authority to approve the various plan types are found in Table 1.0.B. The description and specific review requirements of each type are listed in Section 3.0 through Section 8.0 of this Article.

Table 1.0.B – Application Types and Authorities

| Subdivision Application Type | Acym. | Process | Final Decision Body |
|--|---|----------------|----------------------------|
| Exemption Plan (ROW and Easement Dedication) | EXSP | Administrative | Administrative Official |
| Minor Subdivision Plan ⁽¹⁾ | MNSP | Administrative | Administrative Official |
| Major Subdivision Plan ⁽¹⁾ | MJSP | Quasi-Judicial | City Commission |
| Subdivision Improvement Plan ⁽¹⁾ | SIP | Administrative | Administrative Official |
| Site Development Permit | SDP | Administrative | Administrative Official |
| Final Plat ⁽¹⁾ | SFP | Quasi-Judicial | City Commission |
| Master Plan ⁽²⁾ | MP | Quasi-Judicial | City Commission |
| Notes: | | | |
| 1. | Subject to Final Plat approval process, Section 8.0 . | | |
| 2. | Required for developments that will be subdivided in phases or include a mix of residential and non-residential areas, lots, tracts, or parcels, this includes all planned development projects. subject to Article IV , Section 5.0. | | |

C. General Stipulations and Conditions.

The following provisions shall apply to all land modification of boundaries or development:

1. Compliance with Land Development Regulations.

No subdivision of land within the City shall be made, platted, or recorded, nor shall any site development permit or building permit be issued, unless such subdivision meets all applicable requirements and provisions of the *LDRs*.

2. Transfer of Property Regulated.

No owner or agent of the owner of any parcel of land located in a proposed subdivision shall transfer or sell any such parcel before a final plat of such subdivision has been approved by the City Commission in accordance with the provisions of the *LDRs* and recorded with the Clerk of the Circuit Court.

3. Subdivision by Metes-and-Bounds Description Prohibited.

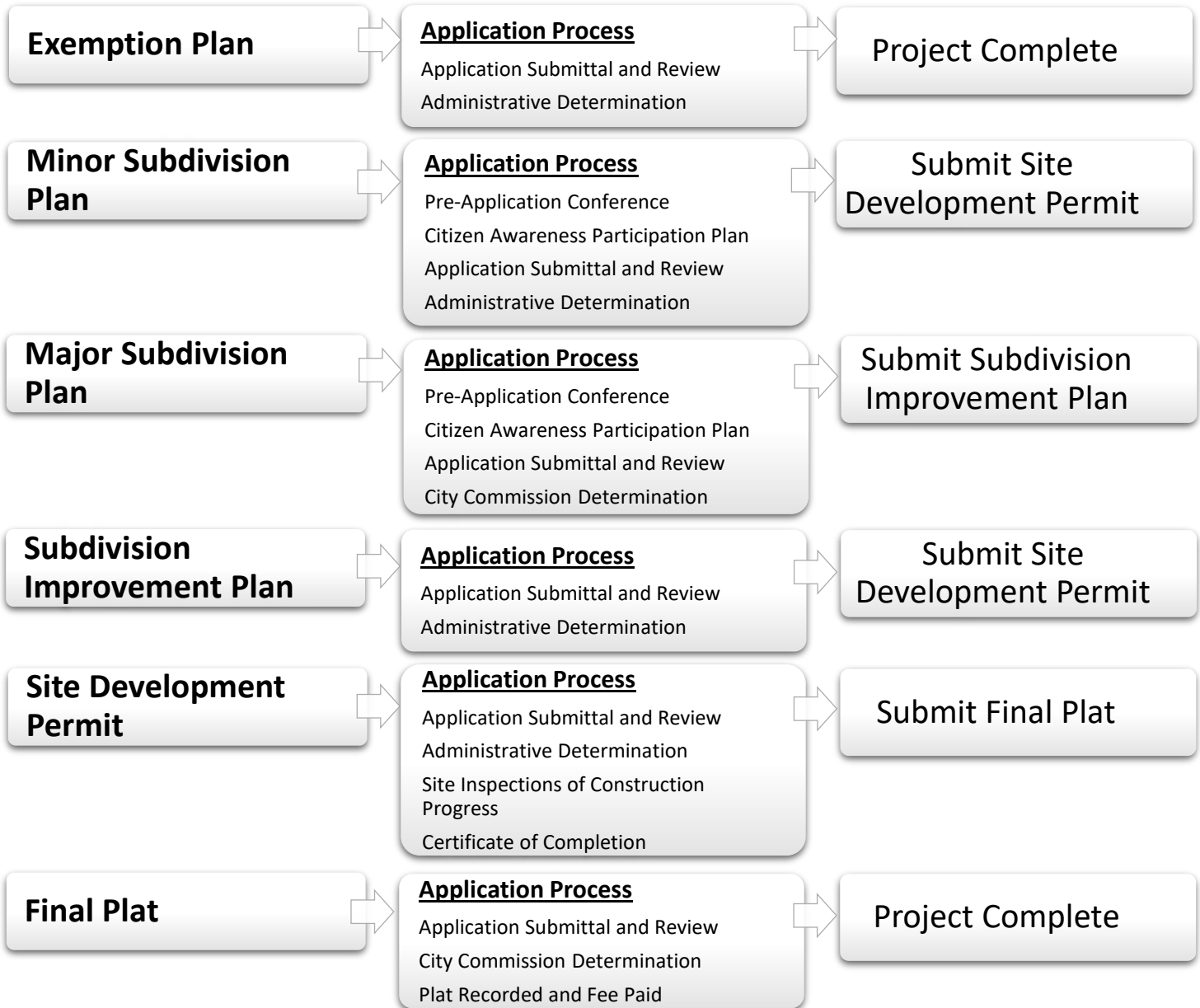
The subdivision of any lot, tract or parcel by the use of metes-and-bounds description or other similar means for the purpose of sale, transfer, or lease with the intent of evading the *LDRs* shall be considered a violation of the *LDRs* and shall be considered to be void and invalid by the City. This provision shall not be construed to prohibit the conveyance of any lot, tract, or parcel that has been created subject to the requirements of the *LDRs*.

4. Site Development and Construction Regulated.

No site development permit or building permit shall be issued for the construction of any building or structure located on a lot, tract, parcel, or plat subdivided, sold, leased or otherwise transferred or identified in violation of the provisions of the *LDRs*.

SECTION 2.0 SUBMITTAL AND REVIEW PROCESS

Chart 2.0. – Submittal and Review Processes by Type



SECTION 3.0 SUBDIVISION PLAN EXEMPTIONS (EXSP)

A. Applicability.

The following types of land modifications are excepted from major subdivision plan, subdivision improvement plan, and final plat requirements.

1. Dedication of Easement or Right-of-Way.

Dedication of an easement for drainage or utilities or dedication of land for public road right-of-way as a condition of development plan approval shall not occur in conjunction with an accessway to a lot, tract, or use.

B. Formal Application.

An applicant shall provide such plans and information to the Administrative Official pursuant to [Article I](#), Section 7.0.

C. Required Materials.

Along with the information required within the online application, the applicant will need to prepare and attach to the application the following documents:

1. Survey of existing boundaries, lot lines, easements, etc.
2. Legal description of existing parcel.
3. Survey of proposed boundaries, lot lines, easements, etc.
4. Legal description of proposed parcel.
5. Owner affidavit form.
6. Title search, if deemed appropriate by the Administrative Official.

SECTION 4.0 MINOR SUBDIVISION PLAN (MNSP)

A. Applicability.

The approval process for a minor subdivision plan is a PRS level review that is completed upon a decision of the Administrative Official. A minor subdivision does not involve the dedication of streets or easements to the City or the provision of access of utilities to a lot, tract, or parcel by means of a right-of-way or easement. All lots must have access to an existing right-of-way to qualify for minor subdivision plan approval. The following types of land boundary modifications are exempted from major subdivision plan or subdivision improvement plan requirements. The types of minor subdivision processes are as follows:

1. Lot Line Adjustments.

The rearrangement of lots or tracts in an existing subdivision for the purpose of constructing one-family dwellings to be located on one lot or tract per dwelling unit when all lots, tracts or parcels have frontage on existing streets. A lot line adjustment shall not result in the creation of additional lots, tracts, or parcels.

2. Lot Splits (2-5 Lots).

A lot, tract, or parcel being split when the division of a parcel does not result in the creation of more than five parcels. All parcels shall have frontage on an existing public street right-of-way and only one such lot or tract split may occur for a parcel or parcels under common ownership or interest or the successors of such ownership or interest within a period of five years.

3. Lot Combination.

When two or more lots are combined into a single lot, parcel, or tract and the resulting combined property will comply with required minimum configurations pursuant to [Schedule C](#) and frontage on a public right-of-way with existing street access. All lots to be combined shall be under common ownership prior to the combination.

B. Formal Application.

Application shall be submitted and reviewed pursuant to [Article I](#), Section 7.0.

C. Number of Lots.

Maximum of five parcels or lots.

D. Required Materials.

The minor subdivision plan shall include all documents identified in [Article I](#), Section 8.0.

E. Improvement Plan.

As no public utilities or services are included in the review and approval of the minor subdivision plan, a subdivision improvement plan is not required to be submitted. Therefore, the minor subdivision plan will be the controlling document, unless approval of the final plat is required at which time the final plat shall control.

F. Final Plat Requirement.

A final plat application shall be submitted, in accordance with [Section 8.0](#) of this Article, after the approval of a minor subdivision plan for non-residential parcels with existing development. A final plat is not required for residential or vacant non-residential properties. The Administration Official shall have the authority to require a final plat be submitted at any time and any and all stipulations and conditions deemed necessary.

G. Addressing.

An application for addressing shall be submitted concurrently with any lot split application. Addressing shall be assigned and approved prior to the approval of the lot split.

SECTION 5.0 MAJOR SUBDIVISION PLAN (MJSP)

A. Applicability.

The major subdivision plan process is a PRS level review and recommendation by the Administrative Official that is completed upon decision by the City Commission. The approval of this plan shows the location of all proposed lot lines, easements, rights-of-way, sidewalks, parcels, tracts, open space, setback lines, common areas, parking lots, fences, and walls, and required buffer areas. The approval of this plan creates limited entitlements specific to lot layout and design. The elements of this plan will be carried forward as the basis for the design of subdivision improvements such as roadways, utilities, storm drainage and landscaping as part of the subdivision improvement plan process.

Compliance with the major subdivision plan review procedures and requirements set forth in this Article shall be required prior to one or more of the following actions:

1. The division of land into three or more parcels;
2. The dedication of streets or easements to the City; or,
3. The provision of access or utilities to a lot, tract or use by means of a right-of-way or easement established after July 27, 1992.

B. Procedures.

The applicant shall initiate a major subdivision plan review procedure as set forth in this Section and shall be approved prior to the initiation of the subdivision improvement plan review procedure for the parcel in question. The procedure for the review of a major subdivision plan may be processed through either a standard or alternative review, the applicant must inform staff as to which process they will follow as they will not be permitted to change processes after the application has been deemed sufficient. The two processes are as follows:

1. Standard Review Submittal.

Standard review submittal of subdivision plans shall be as follows:

a. Formal Application.

The application shall be submitted pursuant to [Article I](#), Section 7.0. The major subdivision plan and supplementary materials shall be in the form prescribed in [Article I](#), Section 8.0. Plans stating, "Not For Construction," "For Review Only," or any such similar wording shall not be accepted.

b. Transmittal to City Commission.

The City Commission shall acknowledge receipt of the subdivision plan at a regular City Commission meeting. The City Commission is not required to take action upon the subdivision plan other than to acknowledge receipt of same provided, however, the City Commission has the authority to review and comment upon the subdivision plan. Recommendation by the Planning and Zoning Commission is not required.

c. Time Limits and Extension.

City Commission action to approve or approve with conditions upon the proposed subdivision plans shall be valid for a period of one year. Subdivision improvement plan procedures must be initiated within that one-year period to maintain the subdivision plan as active.

d. Final Plat Requirement.

Application procedures for major subdivision plan review shall include, but not necessarily be limited to, compliance with final plat procedures, pursuant to [Section 8.0](#) and requirements set forth in this Article. The Administration Official shall have the authority to require any and all stipulations and conditions deemed necessary. A final plat shall be recorded prior to submittal of any building permits.

2. Alternative Review Submittal.

Alternative review submittal shall be consistent with Section 177.073, *Florida Statute*, and the following:

a. Formal Application.

The application shall be submitted pursuant to [Article I](#), Section 7.0. The major subdivision plan and supplementary materials shall be in the form prescribed in [Article I](#), Section 8.0. Plans stating, "Not For Construction," "For Review Only," or any such similar wording shall not be accepted. The following information shall be provided at time of submittal in addition to the requirements of [Article I](#), Section 7.0 and 8.0.

- 1) A building permit plan shall be submitted that identifies the exact parcels of no more than 50 percent of the homes proposed to obtain a building permit prior to recording of the final plat with the Clerk of Circuit Court.
- 2) An engineering plan or subdivision improvement plan shall be submitted as a separate application concurrently with the major subdivision plan for approval.
- 3) An addressing application shall be submitted as a separate application concurrently with the major subdivision plan. This application shall provide at least three name options per street for the subdivision for the creation of valid addresses. Any application submitted without sufficient names may result in an insufficient major subdivision plan, subdivision improvement plan and addressing application.

b. Addressing and Parcel Identification.

Addressing and temporary parcel identifications shall be provided to the applicant within ten days of the approval of the major subdivision plan by the City Commission. However, rejection of address street names by 911 services, or other authority relative to the addressing of property, shall be just cause for the addressing to be held from the applicant beyond ten days.

c. Utility Providers.

The applicant shall provide proof that a copy of the approved major subdivision plan has been provided to the relevant electric, gas, water, and wastewater utility providers.

d. Bonds.

The applicant shall submit a performance bond for 130 percent of necessary infrastructure improvements prior to the issuance of any building permits.

e. Sale of Property.

An applicant may contract to sell but may not transfer ownership of any structure or building until the final plat has been approved, recorded by the Clerk of Circuit Court, and all recording fees paid.

f. Building Permits.

Building permits shall be issued only for those lots identified in the building permit plan. After the major subdivision plan is approved no adjustments or redesignation of lots to be issued a building permit prior to final plat shall be permitted.

f. Certificate of Occupancy.

An applicant may not obtain a temporary or final certificate of occupancy for any structure until the Final Plat has been approved, recorded by the County Clerk of Court, and all recording fees paid.

g. Indemnify and Hold Harmless.

The City, its City Commission, its employees, and its agents shall be indemnified and held harmless from liability or damages resulting from the issuance of any building permit or the construction, reconstruction, improvement, repair or demolition of any building or associated utilities located within the subdivision if such structure is constructed prior to recording of the final plat. Additionally, the same shall be held harmless from any liability or disputes resulting from the issuance of a certificate of occupancy for a structure that is constructed, reconstructed, improved, or repaired before the approval and recordation of the final plat. This indemnification includes, but is not limited to, any liability and damage resulting from wind, fire, flood, construction defects, bodily injury, and actions, issues, or disputes arising out of a contract or other agreement between the developer and a utility operating in the subdivision.

C. Plan Requirements.

All major subdivision plans and required supplementary materials shall cover the entire parcel proposed for development unless such subdivision plan and required supplementary material is based on a master plan approved and filed with the Administrative Official in accordance with [Article IV](#), Section 5.0. All subdivision plans shall contain at least the following data and information:

1. Preliminary Subdivision Plan Sheet Format.

Subdivision plans shall be drawn at a scale of one inch to 100 feet or larger. The maximum sheet size for subdivision plans shall not exceed 24” by 36”. Multiple sheets may be used provided each sheet is numbered and the total number of sheets is indicated on each sheet. All sheets shall be submitted in a digital format acceptable to the Administrative Official. Cross referencing between sheets shall be required. Necessary notes and symbol legends shall be included. Abbreviations should be avoided but if used they shall be defined in the notes or in a key or legend on each sheet.

2. General Information.

All of the following information shall be shown on the plan unless otherwise permitted by the Administrative Official.

a. Identification.

"Major Subdivision Plan" shall be listed on each sheet.

b. Legend.

The legend shall include the following:

- 1) Name of Development.
- 2) Proposed Street Address.
- 3) Acreage.
- 4) Scale.

- 5) North Arrow.
- 6) Existing Zoning and Other Special Districts.
- 7) Preparation/Revision Date.
- 8) Tax Parcel Identification Number (Assigned by the Seminole County Property Appraiser).

c. Name, Address and Phone Number.

A name, address, and phone number shall be provided for the following:

- 1) Owner.
- 2) Owner's Authorized Agent.
- 3) Engineer.
- 4) Surveyor.
- 5) Others involved in application.

d. Vicinity Map.

A vicinity map showing the relationship of the site to surrounding streets and public facilities at a scale of 1":2000' or larger.

e. Legal Description.

The legal description shall be shown on the cover page.

f. Name of Subdivision.

Every subdivision shall be given a name by which it shall be legally known. The name shall not be the same or in any way similar to any name appearing on any recorded plat in the county, pursuant to F.S. § Ch. 177.051. It also cannot be a street name, a number or symbol.

3. Existing Conditions.

All of the following information shall be shown on the subdivision plan unless otherwise permitted by the Administrative Official.

a. Streets.

Both on and within 50 feet of site, including:

- 1) Name.
- 2) Location.
- 3) Right-of-Way Width.
- 4) Driveway Approaches.
- 5) Medians and Median Cuts.
- 6) Curb-cuts.

b. Easements.

Indicate location, dimensions, purpose, and maintenance responsibility.

c. Utilities.

Provider, type location, and size of all utilities shall be provided.

d. On-Site Improvements and Uses.

All on-site improvements and uses are to be clearly shown.

e. Adjacent Improvements, Uses, Parcels and Zoning.

Identify and show, a minimum of 50 feet from the property boundaries, all adjacent:

- 1) Buildings or structures.
- 2) Curb cuts, accessways, streets, other vehicular use areas.
- 3) Drain-fields and wells.

- 4) Other impervious surfaces.
- 5) Zoning districts.
- 6) Easements.
- 7) Sidewalks.
- 8) Utility and drainage facilities.

f. Topography.

At 1-foot contours (elevations based on mean sea level datum preferred) and extending 50' beyond the property boundaries. All elevations shall be based on mean sea level datum and referenced to the United States Geodetic Survey or its equivalent. Note on the plans the benchmark used, its designation, location, description, and elevation as described in the Seminole County Vertical Control Points and Elevations Manual.

g. Soil Type(s).

All soil types shall be noted as identified in the Soil Survey, Seminole County, Florida, U.S.D.A. Soil Conservation Service or other competent expert evaluation. When soil suitability limitations are indicated for the proposed development, the City Engineer may require a preliminary soil analysis by a qualified soils engineer.

h. Drainage.

As identified on [Map I-1](#), Water Resources of the [Comprehensive Plan](#). Depict and explain existing surface drainage characteristics of site including relationship to adjacent land areas and sub-basin.

i. Wetlands.

As identified by Future Land Use Map of the [Comprehensive Plan](#) as Resource Protection (RP), the St. Johns River Water Management District Wetlands Mapping or other competent evaluation.

j. Wellfield Protection Zones.

Indicate whether or not the parcel is located within a wellfield protection zone as identified by the Wellfield Protection Zone Maps on file in the Department of Engineering and Planning.

k. 100-year Floodplain.

If applicable, indicate 100-year flood elevation, minimum required habitable floor elevation and limits of 100-year floodplain for all land areas located within Zones "A" and "AE" for the parcel in question as identified on [Map I-2](#), Water Resources of the [Comprehensive Plan](#), and the Flood Insurance Rate Map by the Federal Emergency Management Agency.

l. Surface Water.

Approximate normal high-water elevation or boundaries of existing surface water bodies, streams, and canals, both on and within 50 feet of site.

m. Existing Vegetation.

Identify existing vegetative communities including forest cover types as well as wetland types as identified by [Map I-9](#), Vegetative Communities of the [Comprehensive Plan](#), the St. Johns River Water Management District Wetlands Mapping, or other competent evaluation.

n. Aquifer Recharge Areas.

As identified on [Map I-1](#), Water Resources of the [Comprehensive Plan](#).

4. Proposed Development.

All of the following proposed information shall be shown on the plan unless otherwise permitted by the Administrative Official.

a. Lot Layout.

The proposed lot layout shall include:

- 1) Lot and Tract Sizes, Dimensions and Shapes.
- 2) Proposed Use for Lots and Tracts.
- 3) Sequential numbering of lots, blocks and tracts or other proper identification.
- 4) Number of Dwelling Units - By lot, by type of dwelling unit and total.
- 5) Density - By type of residential land area (one family, two family, mobile home or multiple family) and for total residential land area.
- 6) Net Density - Same as e., above, except excluding land area that is unsuitable for development.
- 7) Nonresidential Uses - Indicate maximum potential building coverage in square feet.

b. Required Yards, Setbacks, Buffers, and Parcel Width at Building Line.

For a 'typical' lot, as well as an irregularly shaped or irregularly located lot, the following information shall be indicated:

- 1) Location and dimensions of all required yards, setbacks, buffers along parcel boundary lines and parcel width at building line along all proposed lot or tract lines.
- 2) Direction of drainage flow.
- 3) Typical location, in terms of setbacks from front, side and rear property lines, of mechanical equipment, accessory structures, screen porches, overhangs, decks and pools.

c. Circulation System.

The following information shall be included:

- 1) The location and dimensions of:
 - a) Streets, Right-of-Way Width and Street Name.
 - b) Sidewalks.
 - c) Traffic Control Devices.
 - d) Medians.
 - e) Curbing.
- 2) An analysis of the traffic circulation and related impacts based on requirements in [Schedule Q](#), Level of Service Requirements and Methodologies.

d. Natural Vegetation Protection.

Identify existing trees or tree groupings, wetlands, and other natural vegetation to be retained and explain or illustrate method to preserve such features both during and after construction. Identify such features to be removed and state and/or explain reasons and/or justification for removal.

e. Public and Semi-Public Lands and Facilities.

Identify location and dimensions and explain maintenance responsibility and ownership of all lots, tracts, easements, and improvements that are proposed to be in common or public ownership.

f. Potable Water Supply and Wastewater Disposal System.

Indicate required capacity, available capacity, provider, general location and size of lines and connections.

g. Fire Protection.

Indicate the location of proposed hydrants.

h. Reclaimed Water System.

Unless the proposed subdivision is exempt from the City's reclaimed water system regulations, indicate the amount of reclaimed water to be utilized and method of application on the site including the location and size of lines and connections.

i. Topographic Elevations and Preliminary Drainage Plan.

Indicate proposed topographic elevations at one-foot contours, direction of flow, proposed methods of stormwater retention, proposed drainage improvements, proposed outfalls, drainage easements and preliminary engineering calculations; mean sea level datum preferred.

j. Typical Construction Details.

Illustrate, by cross section or other appropriate method, the typical construction type, dimensions, size, and material specifications to be utilized for streets, water retention areas, berms, sidewalks, culverts, swales, walls, and other required and proposed improvements.

5. Exceptions.

Any applicant may request that required information described in Paragraphs 3 and 4 of this Section be omitted from the proposed subdivision plan; provided however, that such request shall be subject to the following requirements:

- a. The request shall be in written form and shall be submitted with the proposed subdivision plan.
- b. The request shall identify the information, item or data that is proposed to be omitted from the proposed subdivision plan and shall fully explain the reasons that such information, item or data does not apply to such plan.
- c. The Administrative Official has the authority to accept or reject any such request.

D. Addressing.

An application for addressing shall be submitted concurrently with any major subdivision application. Addressing shall be assigned and approved prior to the approval of the subdivision. Addressing must also be assigned prior to release of any building permit.

E. Improvement Plan.

A subdivision improvement plan is required to be submitted within one year of the approval of the major subdivision plan. The major subdivision plan will be the controlling document until the approval of the subdivision improvement plan.

F. Final Plat Requirement.

A final plat application shall be submitted, in accordance with [Section 8.0](#) of this Article, after the approval of a subdivision improvement plan. The final plat shall become the controlling document for the subdivision after it has been recorded with the Clerk of Circuit Court. The Administration Official shall have the authority to require any and all stipulations and conditions deemed necessary.

G. Building Permits.

Building permits shall not be issued for any structure of a subdivision that was approved through the standard process prior to recording of the final plat in the Clerk of Circuit Court. Building permits may only be issued before the recording of the Final Plat for those Subdivision Plans that have been reviewed through the alternative approval process pursuant to [Section 5.0.B.2](#). This does not apply to model homes.

SECTION 6.0 SUBDIVISION IMPROVEMENT PLAN (SIP)

A. Applicability.

Subdivision improvement plan review shall be completed upon decision of the Administrative Official. This process is for the review and approval of the engineering design of all site improvements consistent with the layout of the approved major subdivision plan. On-site conditions that require a minor modification to the location of easements or property lines from what was approved in the major subdivision plan may be allowed within this process. Any significant adjustments to prior approved property line location may require re-review through the major subdivision plan review process, as determined by the Administrative Official.

B. Procedures.

Improvement plan review procedures may be initiated after approval of the major subdivision plan for the parcel in question. Subdivision improvement plans shall be processed as follows:

1. Formal Application.

The applicant for a subdivision improvement plan shall submit the required plans, supplementary materials and the fee to the Administrative Official subject to [Article I](#), Section 7.0. The subdivision improvement plan and supplementary materials shall be in the form prescribed in [Article I](#), Section 8.0. Plans stating, "Not For Construction," "For Review Only," or any such similar wording shall not be accepted.

2. Referral to City Attorney.

The Administrative Official shall transmit a copy of any proposed legal instrument or agreement included in the proposed subdivision improvement plan to the City Attorney for review.

3. Reapplication.

If the Administrative Official enters their decision to deny a proposed subdivision improvement plan or approve the same subject to modification, the applicant may at any time within 30 days following the date of such decision file an amended subdivision improvement plan and supplementary material whereupon the same shall be received, reviewed and acted upon in the same manner as if it were an original application for approval of a subdivision improvement plan and no additional fee for such application shall be required, except for recording fees.

C. Requirements.

All subdivision improvement plans and required supplementary material shall cover the entire parcel covered by a major subdivision plan for the parcel in question. All subdivision improvement plans shall contain at least the following data and information:

1. General Requirements.

In general, subdivision improvement plans shall be suitable for contracting and construction purposes. The subdivision improvement plan shall show those improvements that are required; and which are assured by bond or improvement agreement; and which must be satisfactorily completed before the bond or escrow is released.

2. Sheet Data, Size and Scale.

Subdivision improvement plans shall be drawn at a scale of one inch to 50 feet or larger. Sheet size for subdivision improvement plans shall be 24" by 36". Multiple sheets may be used provided each sheet is numbered and the total number of sheets is indicated on each sheet. Cross referencing between sheets is required. Necessary notes and symbol legends shall be included. Abbreviations should be avoided but if used they shall be defined in the notes or in a key or legend on each sheet.

- a. The identification "Improvement Plan", the date, scale, revision date (if any), development name, and other such information shall be shown in a convenient grouping in the lower right-hand corner of every sheet, preferably in a conventional title block.
- b. Each copy of an Improvement Plan submitted to the Administrative Official shall bear the original signature and seal of a professional engineer licensed in Florida and authorized by the applicant.

3. Required Information.

a. Civil Engineering Construction Drawings.

Provide civil engineering construction drawings of all infrastructure, utilities and subdivision improvements including all technical specifications, profiles, and geometry. Such improvements shall include but not be limited to road construction, grading, drainage facilities, signs, sodding, streetlights, and other construction.

b. Soil Tests.

In tabular form, indicate results of test holes including soil types and water table information found at each location. At least one such test shall be conducted every 500 feet of road construction and at the center of each proposed water retention or detention area.

c. Final Drainage Plan.

Include topographic elevations at one-foot contours for the parcel in question and at least 25 feet beyond the parcel, final computations for stormwater retention and construction drawings of all related improvements; mean sea level datum preferred.

d. Fire Protection.

Indicate hydrant location and type of internal fire protection systems to serve buildings.

e. Landscape Plan and Tree Protection.

Identify material specifications, planting/removal/relocation instructions and irrigation system location and specifications.

f. Ownership and Maintenance.

Provide a detailed statement of method of assuring the perpetual ownership and maintenance of permanent open space, recreational facilities, or other common purposes or improvements shall, when utilized, include draft copies of covenants, agreements, dedications, stipulations, common vehicular access agreements, property owner association articles and other applicable documents or legal instruments.

SECTION 7.0 SITE DEVELOPMENT PERMIT

A site development permit application shall be submitted pursuant to the review process and procedures as identified in [Article I](#), Section 7.0.C.A. A site development permit shall be obtained, pursuant to [Article III](#), Section 6.0, for the installation, completion, and maintenance of all required improvements, prior to the recording of any final plat.

SECTION 8.0 FINAL PLAT

A. Applicability.

Final plat approval shall result upon decision by the City Commission. The subdivision plat that has been certified by the Administrative Official as consistent with the minor or major subdivision plan and subdivision improvement plans, shall be presented to the City Commission for approval. After all required site improvements have been installed and a certificate of completion has been granted by all applicable City departments, through the site development permit process of [Article III](#), Section 6.0, the approved plat shall be fully executed and delivered to the Clerk of Circuit Court for recording in accordance with the provisions of Chapter 177, *Florida Statutes*, and Chapter: 5J-17, *Florida Administrative Code*, which shall prevail in the event of conflict with this Article.

B. Procedures.

The applicant shall initiate final plat review procedures set forth in this Section after approval of the minor subdivision plan or subdivision improvement plan. The final plat may be submitted concurrently with the initiation of site development permit review procedures. The procedure for review of final plats shall be as follows:

1. Formal Application.

The application for review of a final plat shall be submitted in accordance with [Article I](#), Section 7.0. and shall include the final plat, supplementary materials, and the fee to the Administrative Official.

2. Administrative Official's Action.

The Administrative Official, in addition to [Article I](#), Section 7.0.C.5 shall:

- a. Prepare a written recommendation to approve, approve with conditions or deny the proposed final plat and transmit such recommendation to the owner or authorized agent, and;
- b. Fix a date for consideration of the proposed final plat by the City Commission.

3. Action by the City Commission.

The Administrative Official shall submit the proposed final Plat to the City Commission for consideration. The City Commission shall consider and act upon the proposed final plat and thereafter approve or deny the final plat. Plats shall not be submitted to the Planning and Zoning Commission.

C. Requirements.

All final plats and required supplementary material for major subdivision applications shall cover all subject parcels included within the major subdivision plan or minor subdivision. The final plat shall conform to the subdivision plan in all respects except that minor variations in dimensions and alignment resulting from the more exact final computations and plotting will be permitted.

All final plats for minor and major subdivision applications shall contain at least the following data and information. In addition to the final plat requirements, the City may require stipulations and conditions upon minor subdivision applications.

1. Final Plat Sheet Format.

Final plat sheets shall be formatted as follows:

- a. Shall be drawn at a scale of one inch to 100' or larger.
- b. The sheet size shall be 24" by 36".
- c. A three-inch margin shall be provided on the left side of each sheet for binding and a one-inch margin shall be provided on all other sides of each sheet.
- d. Original sheets shall be of a durable reproducible mylar.
- e. Drafting shall be with black, permanent ink.
- f. North orientation shall be toward the top of each sheet.

- g. Lettering shall read from the bottom of the sheet or the right side of the sheet.
- h. No letter or number shall be less than one-eighth of an inch in height and stroke for letters shall be bold enough so as to be clearly legible.

2. Required Information and Data.

The following items and information shall be shown on the final plat or submitted to the City as applicable:

a. Title Block.

Include the name of subdivision, the appropriate section, township, and range, and the words, "City of Sanford, Florida".

b. Legal Description.

Include bearings, distances, and references to a section corner tie. Acreage shall also be indicated.

c. Vicinity Map.

Showing the proposed subdivision in relation to surrounding streets.

d. Monuments.

Permanent reference monuments (P.R.M.), 30" long min. shall be located on all block corners if rectilinear, and at all P.C.'s and P.T's, if curvilinear, but in no case more than 1,000' apart. P.R.M.'s shall be installed prior to submission of the final plat and in a manner prescribed by law. Monuments shall be installed at all corners, points of intersection and changes of direction of lines within the subdivision which do not require a P.R.M. or a P.C.P.

e. Legend.

Define all symbols, show stated and graphic scale, and display north arrow.

f. Dimensions and Bearings.

Provide sufficient data to determine readily, and to reproduce on the ground, the location, bearing, and length of each street right-of-way line, boundary line, lot, block or tract line, easements and building line, whether curved or straight, adequately correlated with monuments and markers. Delineate right-of-way lines, center lines, widths, and names of all streets and roads. Show radii, central angle, internal angles and lengths and points of curvature of arcs of all curved streets and curved lot, block, and tract lines.

g. Numbering.

Indicate lot, block and tract numbers and letters in conformity with Preliminary Subdivision Plan. All lots, tracts, parcels, or blocks shall be numbered sequentially.

h. Setbacks and Buffers.

Indicate required building setback lines for all lots and required buffers for all lots or tracts located along the subdivision boundary lines or fronting a Major Thoroughfare.

i. Flood Plains and Surface Water.

Indicate the location and edge of water of lakes, canals, streams, and other surface water bodies. Delineate 100-year flood plains by contour and elevation, which shall be based on mean sea level datum.

j. Dedications, Reservations and Easements.

Indicate all dimensions, purpose, conditions, and stipulations. Also include a notice on the face of the plat that there may be additional restrictions that are not recorded on the plat that may be found in the public records (Official Records Book) of Seminole County. The Applicant shall coordinate with the utility companies and incorporate their easement requirements on the plat including locations and dimensions. The Applicant shall provide to the City written verification from utility companies that necessary dedications, reservations and easements are included on the plat.

k. Adjacent Subdivisions and Streets.

Delineate name, lot location, plat book and page number of abutting subdivisions and streets.

l. Required Certificates.

In accordance with State law and as set forth herein, the following certificates and signatories shall be shown on the first sheet of the final plat:

- 1) Certificate of the Surveyor who prepared the plat;
- 2) Approval of City Surveyor;
- 3) Approval of the City Commission as indicated through execution by the Mayor;
- 4) Approval of the Planning Director;
- 5) Dedication by Owners, including mortgagees by joinder, which may be by separate instrument that is recorded in the Official Records of the Clerk of Circuit Court;
- 6) Title Opinion pursuant to Section 177.041, *Florida Statutes*, as reviewed by the City Attorney.

m. Conditions of Development Approval.

If a development order, development agreement or ordinance has been executed in conjunction with this project, the conditions or reference to the Official Records Book and Page(s) shall be placed in the notes section on the final plat prior to approval by the City Commission.

3. Mylar.

A mylar consistent with the approved plat shall be submitted to the City no more than eight working days beyond the City Commission meeting date that approved the plat, unless conditions of approval require additional administrative modification of the plat, in this case the mylar shall be submitted within eight working days the Administrative Official verifying and approving the final plat showing the conditions of approval. A plat is required to be recorded pursuant to [Section 8.0.D](#) to be valid. A mylar not received within the indicated deadline may constitute an invalid or expired approval.

4. Effect of Final Plat and Improvement Plan Approval.

Approval of a subdivision improvement plan for the parcel in question shall serve as the basis for the issuance of site development permits and approval of a final plat shall be the basis for the issuance of a certificates of completion.

D. Recording of Final Plat.

The Administrative Official shall certify that the final plat, the subdivision improvement plan, and all required supplementary materials, documents, agreements, guarantees, bonds, and instruments meet all requirements of the *LDRs* and shall transmit such certification to the City Clerk. Upon receipt of such certification of the Administrative Official, approval of the final plat by the City Commission and receipt of all required fees and documents from the owner, including proof that all taxes on the land have been paid, the City Clerk shall, within a period of 30 days, cause the final plat to be recorded in the manner prescribed by law by Section 177.111, *Florida Statutes*.

1. Prior to the recording of the final plat, the installation, completion, and maintenance of all required improvements shall be guaranteed in a manner acceptable to the Administrative Official and in conformity with all applicable provisions of the *LDRs*.
2. No plat of lands in the City subject to the *LDRs* shall be recorded, whether as an independent instrument or by attachment to another instrument entitled to record, unless and until such plat has been approved by the City Commission in accordance with the provisions of the *LDRs*.

SECTION 9.0 VACATION OF PLATS

Subdivision plats or a portion thereof shall be vacated as provided in Section 177.101, *Florida Statutes* and shall be initiated in one of the following described manners:

A. By Owner.

1. Formal Application.

The owner of any land subdivided into lots located in the City may apply to the City in accordance with Article I, Section 7.0 to remove, vacate and abandon an existing plat, or portion thereof from the Official Records of Seminole County by resolution.

2. Required Materials.

The applicant shall submit the petition, proof of publication of notice of intent, certificate of title, statement of taxes and resolution and a survey and legal description of the land area involved in the application as prepared and signed by a registered surveyor and shall pay the fee established in the manner prescribed in [Article VII](#).

3. Decision and Recording.

The PRS shall review such proposed application, pursuant to [Article I](#), Section 7.0, for vacation and transmit a recommendation to the City Commission. The application shall be acted upon by the City Commission. The applicant shall be responsible for payment of any fee for recording the vacation and the proof of publication with the Clerk of Circuit Court.

B. By City Commission.

The City Commission may vacate and abandon all or part of a subdivision located in the City by resolution. Such action may include the vacation of streets, lots, tracts, or other parcels. Such action shall be based on findings by the City Commission that the proposed vacation and abandonment:

1. Is consistent with the *Comprehensive Plan*.
2. Promotes the public health, safety, economy, comfort, order, convenience, and welfare.
3. Does not result in a violation of the *LDRs*.
4. Does not result in the owner of any parcel of land being deprived by the vacation and abandonment of the plat or portion thereof in question, of reasonable access to such parcel nor of reasonable access there from to existing facilities to which such parcel has theretofore had access; provided, however, that such access remaining or provided after such vacation need not be the same as that theretofore existing, but shall be reasonably equivalent thereto.

Before acting on a proposal for vacation and abandonment of subdivided land, the City Commission shall hold an advertised public hearing.

SECTION 10.0 REPLATS, RESUBDIVISION, AND CORRECTIONS

A. Substantially Similar Plats.

If a platted area is proposed to be re-platted and if the proposed plat is substantially similar in design, layout, and concept to the original plat, as determined by the Administrative Official, and, if all lots, tracts, streets and easements are in conformity with the *LDRs*, then only a final plat complying with the requirements of the *LDRs* is required. The original plat or portion of a plat of the parcel to be re-platted will be vacated and abandoned in accordance with [Section 177.101, Florida Statutes](#), and prior or coincidental to approval of a final plat by the City Commission.

B. Corrective Plats.

In the event an appreciable error or omission in the data shown on any approved and recorded plat is detected by subsequent examination or revealed by a retracement of the original survey of the lands shown on the recorded plat, corrections may be made in accordance with Section 177.141, *Florida Statutes*.

SECTION 11.0 VACATION OF RIGHTS-OF-WAY AND EASEMENTS

In the manner prescribed by law, rights-of-way and easements may be vacated by the City Commission after an advertised public hearing is held on the matter.

A. Required Documents.

1. An applicant requesting such action shall submit, at a minimum the following documents to the City Clerk:
 - a. Application;
 - b. Recommendation letters from utility companies;
 - c. Survey with legal description of the area to be vacated; and
 - d. A fee established in the manner prescribed in [Article VII](#).
 - e. A title search or searches, if requested by the Administrative Official.
2. The Administrative Official shall prescribe and approve forms for petitions to vacate rights-of-way and/or easements.

B. Public Notice.

Upon receipt of the above, the City Clerk shall publish a notice of public hearing not less than 14 days prior to the public hearing, and shall notify property owners by certified, return receipt requested mail, as follows:

1. Rights-of-way: All owners of property whose property lies within the block or blocks where the right-of-way is proposed to be vacated.
2. Easement: The property owner(s) whose property abuts the portion of easement to be vacated.

C. Property Posting.

In addition to the above, the City Clerk shall transmit to the applicant a notice setting forth the time and place of the hearing and a description of the right-of-way or easement to be vacated. The applicant shall post same at each end of the right-of-way or easement to be vacated, not less than 14 days prior to the public hearing. Affidavit proof of the posting shall be submitted to the City Clerk not less than seven days prior to the public hearing.

D. City Commission.

The City Commission will consider the petition based on the recommendations of the Administrative Official in regard to the possible effect of the proposal on the City in general, the immediate neighborhood, and individuals near the specific right-of-way or easement in question.