

# **Disclaimer**

**F.S. 125.022 Disclaimer: Issuance of a development permit or development order by Columbia County does not in any way create any rights on the part of the applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the county for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law.**



# Columbia County Gateway to Florida

## FOR PLANNING USE ONLY

Application # SD \_\_\_\_\_

Application Fee \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_

Filing Date \_\_\_\_\_

Completeness Date \_\_\_\_\_

## Major Subdivision Application

### A. PROJECT INFORMATION

1. Project Name: \_\_\_\_\_
2. Address of Subject Property: \_\_\_\_\_
3. Parcel ID Number(s): \_\_\_\_\_
4. Future Land Use Map Designation: \_\_\_\_\_
5. Zoning Designation: \_\_\_\_\_
6. Acreage: \_\_\_\_\_
7. Existing Use of Property: \_\_\_\_\_
8. Proposed use of Property: \_\_\_\_\_
9. Total Number of Lots \_\_\_\_\_

**PLEASE NOTE: All subdivisions, whether minor or major, require a pre-application conference with the Land Development Regulation Administrator prior to submittal of an application for subdivision.**

### B. APPLICANT INFORMATION

1. Applicant Status ☐ Owner (title holder) ☐ Agent
2. Name of Applicant(s): \_\_\_\_\_ Title: \_\_\_\_\_  
Company name (if applicable): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.**

3. If the applicant is agent for the property owner\*.  
Property Owner Name (title holder): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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**\*Must provide an executed Property Owner Affidavit Form authorizing the agent to act on behalf of the property owner.**

**C. ADDITIONAL INFORMATION**

1. Is there any additional contract for the sale of, or options to purchase, the subject property?  
If yes, list the names of all parties involved: \_\_\_\_\_  
If yes, is the contract/option contingent or absolute:    ☐ Contingent    ☐ Absolute
2. Has a previous application been made on all or part of the subject property:  
Future Land Use Map Amendment:        ☐ Yes \_\_\_\_\_        ☐ No \_\_\_\_\_  
Future Land Use Map Amendment Application No. CPA \_\_\_\_\_  
Site Specific Amendment to the Official Zoning Atlas (Rezoning): ☐ Yes \_\_\_\_\_    ☐ No \_\_\_\_\_  
Site Specific Amendment to the Official Zoning Atlas (Rezoning) Application No. Z \_\_\_\_\_  
Variance: ☐ Yes \_\_\_\_\_        ☐ No \_\_\_\_\_  
Variance Application No. V \_\_\_\_\_  
Special Exception:        ☐ Yes \_\_\_\_\_        ☐ No \_\_\_\_\_  
Special Exception Application No. SE \_\_\_\_\_

**D. ATTACHMENT/SUBMITTAL REQUIREMENTS**

**FOR PRELIMINARY PLATS:**

1. Preliminary Plat containing the following information: *(Note: The preliminary plat shall be drawn clearly and legibly at a scale of at least one inch equals 200 feet using a sheet size of 24 inches by 36 inches, reserving a one-half inch margin on all sides. (See appendix A.) If more than one sheet is required, an index map relating each sheet to the entire subdivision shall be shown on the first sheet. Ten (10) sets of the preliminary plat and necessary supporting material shall be submitted in accordance with the procedure outlined in section 5.16 of the land development regulations.)*
  - a. Proposed name of subdivision, and existing name if resubdivision is proposed.
  - b. Name, address, and telephone number of the subdivider and agent of the subdivider.
  - c. Name, address, telephone number, and registration number of surveyor and engineer.
  - d. Date of boundary survey, north arrow, graphic scale, date of plat drawing, and space for revision dates.
  - e. Existing contours at five-foot intervals based on U.S. Coastal and Geodetic Datum for the tract to be subdivided and extending 25 feet beyond the tract boundary.
  - f. Vicinity map showing location with respect to existing roads, landmarks, section lines and quarter section lines, etc., and total acreage of the subdivision and total number of lots. The vicinity map shall be drawn to show clearly the information required, but not less than one inch to 2,000 feet. U.S. Geological Survey Maps may be used as a reference guide for the vicinity map.
  - g. Boundary line of the tract, by bearing and distance, drawn by a heavy line.
  - h. Legal description of the tract to be subdivided.
  - i. Names of owners of adjoining land with their approximate acreage or, if developed, names of abutting subdivisions.

- j. Preliminary layout including streets and easements with dimensions and street names, lot lines with appropriate dimensions, land to be reserved or directed for public or common uses, and any land to be used for purposes other than single-family dwellings.
- k. Block letters and lot numbers, lot lines, lot sizes and scaled dimensions.
- l. Zoning district boundaries on and abutting the tract.
- m. Proposed method of water supply, sewage disposal, drainage, and street lighting.
- n. Natural features, including lakes, marshes or swamps, water courses, wooded areas, and land subject to the 100-year flood as defined by the Federal Emergency Management Agency official flood maps.
- o. Soil survey map.
- p. Existing and proposed covenants and restrictions, if any.
- q. Inscription stating "NOT FOR FINAL RECORDING".
- r. Any other information that may be considered necessary by either the subdivider, or the board of county commissioners for full and proper consideration of the proposed subdivision.

#### **FOR CONSTRUCTION PLANS:**

2. Construction Plans containing the following information: *(Note: Construction plans must be at a scale not larger than one (1) inch per 200 feet. Seven (7) sets of construction plans and necessary supporting material shall be submitted in accordance with the procedure outlined in section 5.17 of the land development regulations.)*
  - a. A topographic map of the subdivision with a maximum contour interval of one foot for all right-of-way approaches where overall slopes are zero percent to two percent, two feet where slopes are over two percent, based on U.S. Coast and Geodetic Datum.
  - b. A contour drainage map of the basins within the proposed subdivision, with the size of each basin shown in acres. The outlines and sizes, in acres, of all existing and proposed drainage areas shall be shown and related to corresponding points of flow concentration. Each drainage area shall be clearly delineated. Flow paths shall be indicated throughout, including any final outfalls from the subdivision and basins. Existing and proposed structures affecting the drainage shall be shown.
  - c. Plans showing proposed design features and typical sections of canals, swales and all other open channels, storm sewers, all drainage structures, and other proposed subdivision improvements.
  - d. Plans and profiles for all proposed streets and curbs are required. Where proposed streets intersect existing streets, elevations and other pertinent details shall be shown for existing streets for a minimum distance of 300 feet from point of intersection.
  - e. Plans of any proposed water distribution system and sanitary sewer collection system showing pipe sizes and location of valves, pumping stations and fire

hydrants, where the installation of such facilities are required by these land development regulations.

- f. Plans for all road and street signs and street name signs showing the location of such signage and any other traffic safety control devices which is required or proposed. In addition, the specifications for such signage shall be provided as part of this plan, which shall detail in diagram form as necessary the size, material, color, and specifications for installation of such signage.
- g. Existing streets, utilities, and easements on and adjacent to the tract, including the name, purpose, location, and size of each and the invert elevation of sewers.
- h. Surface drainage and direction of flow and method of disposition and retention indicated.
- i. Subsurface conditions of the tract showing subsurface soil, rock and ground water conditions, location and extent of muck pockets.
- j. Other information on the construction plans as may be required by the board of county commissioners.

**FOR FINAL PLATS:**

- 3. Final Plats containing the following information *(Note: The final plat shall be drawn clearly and legibly in ink at a scale of at least one inch equals 200 feet using a sheet size of 18 inches by 24 inches. Each sheet shall be drawn with a marginal line completely around the sheet and placed so as to leave a three-inch binding margin on the left side and a one-half-inch margin on the other three sides. (See appendix A.) If more than one sheet is required, an index map relating each sheet to the entire subdivision shall be shown on the first sheet. Ten (10) sets of the final plat and necessary supporting material shall be submitted in accordance with the procedure outlined in section 5.18 of the land development regulations.)*

- a. Name of subdivision shall be shown in bold legible letters, as stated in F.S. chapter 177, as amended. The name of the subdivision shall be shown on each sheet included and shall have legible lettering of the same size and type including the words "section," "unit," "replat," "amended," etc.
- b. Name and address of subdivider.
- c. North arrow, graphic scale, and date of plat drawing.
- d. Vicinity map showing location with respect to existing streets, landmarks, etc., and total acreage of the subdivision and total number of lots. The vicinity map shall be drawn to show clearly the information required, but not less than one inch to 2,000

feet. U.S. Geological Survey Maps may be used as a reference guide for the vicinity map.

- e. Exact boundary line of the tract, determined by a field survey, giving distances to the nearest one-hundredth foot and angles to the nearest minute, shall be balanced and closed with an apparent error of closure not to exceed one in 5,000.
- f. Legal description of the tract.
- g. Location of streams, lakes and swamps, and land subject to the 100-year flood as defined by the Federal Emergency Management Agency. Where no flood elevation is determined the area shall be determined by subdivider's engineer.
- h. Bearing and distance to permanent control points on the nearest existing street lines of bench marks or other permanent reference monuments (not less than three) shall be accurately described on the plat.
- i. Municipal and county lines shall be accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.
- j. The closest land lot corner shall be accurately tied to the lines of the subdivision by distance and angles.
- k. Location, dimensions, and purposes of any land reserved or dedicated for public use.
- l. Exact locations, width, and names of all streets within and immediately adjoining the new subdivision.
- m. Street right-of-way lines shall show bearing distance along centerline of roads, radii, and arc length.
- n. Lot lines shall be shown with dimensions to the nearest one-hundredth foot and bearings.
- o. Lots shall be numbered in numerical order and blocks lettered alphabetically.
- p. Accurate location and description of monuments and markers.
- q. Covenants and restrictions.
- r. The date the board of county commissioners approves the preliminary plat.
- s. Certificate of Surveyor
- t. Certificate of the Subdivider's Engineer.
- u. Certificate of Approval by the Attorney for the County.
- v. Certificate of Approval by the Board of County Commissioners.
- w. Dedication. *A dedication to the public by the owners of the land involved of all streets, drainage easements, and other rights-of-way however designated and shown on the plat for perpetual use for public purposes, including vehicular access rights where required. If the property is encumbered by a mortgage, the owner of the mortgage shall join in the*

*dedication or in some other manner subordinate the mortgage's interest to the dedication of public right-of-way.*

- x. Certificate of payment of taxes. *Certification that all payable taxes have been paid and all tax sales against the land redeemed.*
- y. Certificate of title and encumbrances. *Title certification as required by F.S. chapter 177, as amended.*

4. Fire Department Access and Water Supply Plan: The Fire Department Access and Water Supply Plan must demonstrate compliance with Chapter 18 of the Florida Fire Prevention Code, be located on a separate signed and sealed plan sheet, and must be prepared by a professional fire engineer licensed in the State of Florida. The Fire Department Access and Water Supply Plan must contain fire flow calculations in accordance with the Guide for Determination of Required Fire Flow, latest edition, as published by the Insurance Service Office ("ISO") and/or Chapter 18, Section 18.4 of the Florida Fire Prevention Code, whichever is greater.
5. Concurrency Impact Analysis: Concurrency Impact Analysis of impacts to public facilities. For commercial and industrial developments, an analysis of the impacts to Transportation, Potable Water, Sanitary Sewer, and Solid Waste impacts are required.
6. Comprehensive Plan Consistency Analysis: An analysis of the application's consistency with the Comprehensive Plan (analysis must identify specific Goals, Objectives, and Policies of the Comprehensive Plan and detail how the application complies with said Goals, Objectives, and Policies).
7. Legal Description with Tax Parcel Number (In Microsoft Word Format).
8. Proof of Ownership (i.e. deed).
9. Agent Authorization Form (signed and notarized).
10. Proof of Payment of Taxes (can be obtained online via the Columbia County Tax Collector's Office).
11. Fee. The application fee for a Subdivision Application is as follows:
  - a. Major Subdivision
    - i. 1-15 Lots \$2,000.00
    - ii. 16-29 Lots \$2,500.00
    - iii. 30-49 Lots \$3,000.00
    - iv. 50-Above \$3,500.00

- b. Planned Rural Development & Planned Rural Residential Development
- |      |            |            |
|------|------------|------------|
| i.   | 1-15 Lots  | \$1,250.00 |
| ii.  | 16-29 Lots | \$1,750.00 |
| iii. | 30-49 Lots | \$2,250.00 |
| iv.  | 50-Above   | \$2,750.00 |

No application shall be accepted or processed until the required application fee has been paid.

### **NOTICE TO APPLICANT**

**Once an application is submitted and paid for, a completeness review will be done to ensure all the requirements for a complete application have been met. If there are any deficiencies, the applicant will be notified in writing. If an application is deemed to be incomplete, it may cause a delay in the scheduling of the application before the Planning & Zoning Board.**

**For submittal requirements, please see the Columbia County Building and Zoning Development Application Submittal Guidelines.**

THE APPLICANT ACKNOWLEDGES THAT THE APPLICANT OR AGENT MUST BE PRESENT AT THE PUBLIC HEARING BEFORE THE PLANNING AND ZONING BOARD, AS ADOPTED IN THE BOARD RULES AND PROCEDURES, OTHERWISE THE REQUEST MAY BE CONTINUED TO A FUTURE HEARING DATE.

I hereby certify that all of the above statements and statements contained in any documents or plans submitted herewith are true and accurate to the best of my knowledge and belief.

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Applicant/Agent Name (Type or Print)

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Applicant/Agent Signature

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Date