



Glades County

Instructions and Application Procedures PRELIMINARY PLAT

The intent of Preliminary Plat approval is to allow for the review of the proposed design on the project site, ensure compatibility with surrounding development and uses, determine concurrency with the comprehensive plan and evaluate the fiscal impact to the county.

STEP 1. Pre-application Review. Prior to submitting this application, you must have a pre-application meeting with staff. Please call the number listed above to make an appointment. You will be required to submit a copy of the proposed Preliminary Plat and any supporting documentation at least 5 days prior to the meeting so that staff can review it and prepare adequate feedback on the project.

STEP 2. The Applicant must submit a Preliminary Plat application, and gain approval, before submitting for Final Plat; a separate application form is available for the Final Plat submittal. Submit all of the items listed in the Required Items List for the Preliminary Plat application to the Community Development Department (Department).

You will be notified if the application is deemed incomplete.

STEP 3. When the application has been deemed complete, staff (which includes contracted consultants) will review the application.

STEP 4. The Department will compile the comments from staff and send them to the applicant. If there are no comments, the application will proceed to public hearings.

STEP 5. The applicant shall submit a response to the comments to the Department. Any changes to the initial submittal shall be made prior to the public hearings being scheduled.

STEP 6. Two public hearings are required. A public hearing will be held before the Planning and Zoning (P&Z) Board and the Board of County Commissioners. The P&Z Board meets on the 2nd Tuesday of each month at 5:05 p.m. at the County Commission Meeting Room, Glades County Courthouse, 500 Ave J Street, Moore Haven, Florida 33471. Typically, the Board of County Commissioners' hearing will be held a month after the P&Z Board hearing. The Board of County Commissioners meets on the 2nd Tuesday of each month at 9:00 a.m. or the 4th Monday at 6 p.m. at the same location. The specific date of the hearings for this application will be determined by when the application is submitted, the accuracy and

sufficiency of the submittal, and the extent of the review and rebuttal of comments. The Department must also have sufficient time to advertise the public hearings in the local papers, which will also affect when the item will go to hearing.

The applicant, or their agent, is required to attend these public hearings.

STEP 7. At the Board of County Commissioners hearing, the Board will decide to approve the Preliminary Plat, approve it with stipulations, or deny it. After the meeting, the Community Development Department will provide written notice to the applicant stating the outcome of the meeting. If the plat is approved with stipulations, the items needing corrective action will be indicated on the written notice. If the Board denies the Preliminary Plat, the reasons for denial will be included in the written notice. If the Preliminary Plat is approved as submitted or approved with stipulations, the applicant may proceed to apply for Final Plat.

Legal effect of Approval

If approval of the Preliminary Plat is granted, it shall be deemed an expression of approval of the layout submitted, which shall serve as a guide to the preparation of the Final Plat. Approval of the Preliminary Plat shall be good indefinitely provided the developer proceeds in good faith to obtain all necessary governmental approvals to commence construction. If the developer has not proceeded in good faith to obtain all necessary governmental approvals, and either the comprehensive plan or the Code of Laws and Ordinances is amended in any way that would make the Preliminary Plat nonconforming, the Preliminary Plat and construction plans must be resubmitted for review under the current regulations.

Site clearing and grading may begin after approval of the Preliminary Plat, provided that the applicant has all necessary State and Federal reviews and approvals and has submitted a Stormwater Pollution Prevention plan to the Community Development Department. Site clearing and grading, as provided above, is at the risk of the developer, and shall not subject the county to any liability, should the Final Plat be denied, for any reason.

Required Items List

The two Boards will not accept lengthy technical reports or other written materials the day of the meeting so you must submit all supporting documentation with your application, and promptly respond to requests for more information or to comments, otherwise your hearing date will be continued and you will be required to pay a re-advertisement fee.

For the initial submittal, please submit four (4) copies of all information.

Of any maps, surveys and drawings, two copies must be provided on 24-inch by 36-inch sheets, and the remainder of the copies can be on 11-inch by 17-inch sheets. All copies must be drawn legibly at appropriate scale suitable for presentation. Original seals are not required. Construction plans are not required at this stage.

- Preliminary Plat Application (form attached).
- Preliminary Plat, prepared by a professional land surveyor registered with the State.
- A title opinion of an attorney-at-law licensed in Florida or a certification by an abstractor or a title company showing that record title to the project site as described and shown on the plat is in the name of the person, persons, corporation, or entity executing the dedication. The title opinion or certification shall also show all mortgages and liens not satisfied or released of record nor otherwise terminated by law and all easements, recorded and unrecorded, affecting the property. This title opinion or certification must have been completed within 90 days of the time of submission of the Preliminary Plat.
- A boundary survey performed and prepared under the responsible direction and supervision of a professional surveyor and mapper completed within 90 days of the time of submission of the Preliminary Plat. The survey must show the location of all existing structures, paved areas, and easements on the property and any adjacent rights-of-way. The boundary survey must be submitted as a master drawing in its entirety.
- A legal description based on the boundary survey containing the total acreage of the parcel, the legal description must be consistent with the title opinion or certification and the survey.
- A narrative describing the:
 - o Purpose and intent of the proposed plat.
 - o The character of the proposed plat.
 - o How the proposal is in conformance with specific, applicable provisions of the County Comprehensive Plan and Land Development Regulations.
- An analysis of the impact that development of the proposed plat will have on public facilities and services and adopted Levels of Service. This includes a trip generation study showing the estimated number of trips the proposed development will create and a traffic analysis that identifies the net new external trip generation, level of service on the arterial/collector network with and without the project, and a trip distribution on the public network.
- A fiscal impact analysis.

- Maps showing each of the following, more than one item may be shown on a map:
 - General location of the project site.
 - Surrounding public streets and thoroughfares, and private easements.
 - Future land use and zoning designations of the project site and adjacent property.
 - Existing surface water flow determination that depicts surface water flow on the project site and in the immediate vicinity.
 - Topography. For parcels over 100 acres, the topographic surveys which are available from the most recent USGS topographic survey may be used, for others the topographic survey should be submitted at the same scale as the master concept plan.
 - Soils of the project site and the area within 200 feet of the development boundary.
 - The method of screening adjacent property and location and details of buffers, if necessary.

- An environmental resource inventory, which will include a FLUCCS map showing the project site and areas within 200 feet. If any areas of environmental concern exist on the property, include a narrative discussing proposed methods of avoidance or mitigation.

- A utility service plan including availability of gravity or forced sanitary sewer service, potable water supply and proposed lift stations locations

- A plan outlining the proposed methodology for managing the stormwater runoff.

- An exhibit showing any and all existing or proposed utilities, public utility easements and rights-of-way.

- An exhibit showing the location of any on-site natural areas, buffers, trees and sidewalks impacted by utility facilities.

- A statement indicating the type of legal entity that will be created to provide for the management of common areas.

- The applicant may include a list of recommendations and draft conditions, for items not otherwise included in this items list, for inclusion within the development approval.

- Nonrefundable application fee made out to the Glades County Board of County Commissioners Plat Review.....\$1,000, plus \$10 per lot

The cost of any professional consultants under contract to the local governing body to review the plat for conformity to Chapter 177, F.S., and to conduct inspections shall be borne by the applicant. Any fees will be paid by the County and the applicant shall then remit equal payment to the Board of County Commissioners.

AFTER THE REVIEW IS COMPLETED, THE APPLICANT WILL BE CONTACTED AND TOLD HOW MANY COPIES OF THE APPLICATION AND ATTACHMENTS WILL BE NEEDED FOR THE PUBLIC HEARINGS.



Glades County
PRELIMINARY PLAT APPLICATION

Date Received: _____

Type of Plat

Please Check One: New Plat Replat

Proposed Name Of Subdivision: _____

Parties involved in the Application

Name of Property Owner: _____

Mailing Address: _____

City:	State:	Zip Code:
Phone Number:	Fax Number:	
Email Address: _____		

Name of Engineer: _____

Mailing Address: _____

City:	State:	Zip Code:
Phone Number:	Fax Number:	
Email Address: _____		

Name of Surveyor: _____

Mailing Address: _____

City:	State:	Zip Code:
Phone Number:	Fax Number:	
Email Address: _____		

Existing Land Use Designations

1. Zoning designation (if more than one, provide acreage of each):

2. Future Land Use Map (FLUM) designation (if more than one, provide acreage of each):

Parcel and Project Information

1. Parcel ID #: _____

2. Parcel Address: _____

3. Acreage of Parcel: _____

4. What is the current use of the Parcel: _____

5. Describe any improvements on the Parcel (if none so state): _____

6. Describe the project: _____

7. Number of phases proposed: _____

8. Number of lots proposed: _____

9. Number of tracts proposed: _____

10. Flood Zone _____ Base Flood Elevation _____ FIRM Panel _____

11. Utility Service Providers

Electric: _____

Natural Gas: _____

Telephone: _____

Cable TV: _____

Other: _____

Capacity of Facilities

1. **Potable Water.** (check one)

___ Private on-site well

___ Private Community System.....Provider's name: _____

___ Public Water System.....Provider's name: _____

For Private or Public System, information required to determine Concurrency:

a. Total water plant capacity: _____ gallons per day

b. Amount of capacity currently being used: _____ gallons per day

c. Date of certification of existing plant capacity: _____

- d. Number of homes added or square feet of commercial or industrial development projected to be added to the water system as a result of this application: _____
- e. Next date of plant expansion: _____
- f. Capacity added in plant expansion: _____ gallons per day
- g. Source: _____
- h. Estimated gallons per day that would be generated at maximum buildout of the Subject Site: _____ gallons per day

2. Sewage Disposal. (check one)

- Private on-site septic
- Private Community System...Provider's name: _____
- Public Sewer System.....Provider's name: _____

For Private or Public System, information required to determine Concurrency:

- a. Total sewer plant capacity: _____ gallons per day
- b. Amount of capacity currently being used: _____ gallons per day
- c. Date of certification of existing plant capacity: _____
- d. Number of homes or square feet of commercial or industrial development projected to be added to the sewer system as a result of this application: _____
- e. Next date of plant expansion: _____
- f. Capacity added in plant expansion: _____ gallons per day
- g. Source: _____
- h. Estimated gallons per day that would be generated at maximum buildout of the Subject Site: _____ gallons per day

3. Solid Waste Disposal. (check one)

- Private Hauler.....Provider's name: _____
- Government Hauler

4. Roads. Adequate capacity must be available on the roadways serving the parcel.

Attach a **Traffic Impact Report** that addresses the number of vehicle trips that may be generated by maximum development of the project.

5. Schools. This section is only relevant to proposed residential subdivisions.

Check here if not applicable _____

- a. What type of residences will you build? _____
- b. How many residences do you plan to build (of each type)? _____

- c. When is the anticipated build-out of the project? _____

d. Will the development be age restricted? _____

6. **Parks.** This section is only relevant to residential subdivisions. *Check here if not applicable* _____

a. Nearest Mini Park _____ Distance from Parcel: _____

b. Nearest Neighborhood Park _____ Distance from Parcel: _____

c. Nearest Community Park _____ Distance from Parcel: _____

Affidavit of Applicant

1. By my signature hereto, I certify that the information contained in this application is true and correct, that all sketches, data, and other supplementary matters attached to and made part of this application are honest and true to the best of my knowledge and belief. I understand that deliberate misrepresentation of such information will be grounds for denial and reversal of this application and/or revocation of any approval based upon this application.
2. I do hereby authorize County staff to enter upon the property described and which is the subject matter of the proposed application at any reasonable time for purposes of site inspection.
3. I do hereby authorize the placement of a public notice sign(s) upon the property described and which is the subject matter of the proposed application at a location(s) to be determined by County staff.

Signature of Applicant

Printed Name of Applicant

State of _____, County of _____

The foregoing instrument was acknowledged before me this _____ day of _____
20_____, by _____ who is personally known to me or has
produced _____ as identification and who did did not take an
oath.

Signature of Notary

Printed Name of Notary

Stamp Seal Below

Power of Attorney

By my signature hereto, I grant

The power to represent me in the matter of this Preliminary Plat application.

Only a written and notarized statement of termination, effective upon receipt, may terminate this power of attorney.

Signature of Applicant

Printed Name of Applicant

State of _____, County of _____

The foregoing instrument was acknowledged before me this _____ day of _____
20_____, by _____ who is personally known to me or has
produced _____ as identification and who did did not take an
oath.

Signature of Notary

Printed Name of Notary

Stamp Seal Below