



## Planning & Development Department Preliminary Plat Application

IT IS INCUMBENT UPON THE APPLICANT TO SUBMIT COMPLETE AND CORRECT INFORMATION. ANY MISLEADING, DECEPTIVE, INCOMPLETE OR INCORRECT INFORMATION MAY INVALIDATE YOUR APPLICATION.

ALL APPLICATIONS ARE TO BE FILLED OUT COMPLETELY AND CORRECTLY, AND SUBMITTED IN PERSON (NO FAX OR DELIVERIES) TO THE PLANNING & DEVELOPMENT DEPARTMENT BY NOON ON THE SCHEDULED DEADLINE DATE.

A TOTAL OF 11 COMPLETE SETS OF PLANS AND APPLICATION MATERIALS (1 ORIGINAL AND 10 COPIES) AS REQUIRED WITHIN ARE TO BE SUBMITTED FOR REVIEW BY THE DEVELOPMENT REVIEW COMMITTEE. SUBSEQUENT SUBMITTAL FOR THE COMMUNITY DEVELOPMENT BOARD, IF NECESSARY, WILL REQUIRE 15 COMPLETE SETS OF PLANS AND APPLICATION MATERIALS (1 ORIGINAL AND 14 COPIES). PLANS AND APPLICATIONS ARE REQUIRED TO BE COLLATED, STAPLED AND FOLDED INTO SETS.

THE APPLICANT, BY FILING THIS APPLICATION, AGREES TO COMPLY WITH ALL APPLICABLE REQUIREMENTS OF THE COMMUNITY DEVELOPMENT CODE.

APPLICATION FEE: \$600

**PROPERTY OWNER (PER DEED):**

MAILING ADDRESS:

PHONE NUMBER:

EMAIL:

**AGENT OR REPRESENTATIVE:**

MAILING ADDRESS:

PHONE NUMBER:

EMAIL:

ADDRESS OF SUBJECT PROPERTY:

PARCEL NUMBER(S):

LEGAL DESCRIPTION:

PROPOSED USE(S):

DESCRIPTION OF REQUEST:

*Specifically identify the request (include all requested code flexibility; e.g., reduction in required number of parking spaces, height, setbacks, lot size, lot width, specific use, etc.):*



Planning & Development Department  
**Preliminary Plat Application  
Data Sheet**

PLEASE ENSURE THAT THE FOLLOWING INFORMATION IS FILLED OUT, IN ITS ENTIRETY. FAILURE TO COMPLETE THIS FORM WILL RESULT IN YOUR APPLICATION BEING FOUND INCOMPLETE AND POSSIBLY DEFERRED UNTIL THE FOLLOWING APPLICATION CYCLE.

**ZONING DISTRICT:** \_\_\_\_\_

**FUTURE LAND USE PLAN DESIGNATION:** \_\_\_\_\_

**EXISTING USE** (currently existing on site): \_\_\_\_\_

**PROPOSED USE** (new use, if any; plus existing, if to remain): \_\_\_\_\_

**SITE AREA:** \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres

**GROSS FLOOR AREA** (total square footage of all buildings):

Existing: \_\_\_\_\_ sq. ft.

Proposed: \_\_\_\_\_ sq. ft.

Maximum Allowable: \_\_\_\_\_ sq. ft.

**GROSS FLOOR AREA** (total square footage devoted to each use, if there will be multiple uses):

First use: \_\_\_\_\_ sq. ft.

Second use: \_\_\_\_\_ sq. ft.

Third use: \_\_\_\_\_ sq. ft.

**FLOOR AREA RATIO** (total square footage of all buildings divided by the total square footage of entire site):

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

Maximum Allowable: \_\_\_\_\_

**BUILDING COVERAGE/FOOTPRINT** (1<sup>st</sup> floor square footage of all buildings):

Existing: \_\_\_\_\_ sq. ft. ( \_\_\_\_\_ % of site)

Proposed: \_\_\_\_\_ sq. ft. ( \_\_\_\_\_ % of site)

Maximum Permitted: \_\_\_\_\_ sq. ft. ( \_\_\_\_\_ % of site)

**GREEN SPACE WITHIN VEHICULAR USE AREA** (green space within the parking lot and interior of site; not perimeter buffer):

Existing: \_\_\_\_\_ sq. ft. ( \_\_\_\_\_ % of site)

Proposed: \_\_\_\_\_ sq. ft. ( \_\_\_\_\_ % of site)

**VEHICULAR USE AREA** (parking spaces, drive aisles, loading area):

Existing: \_\_\_\_\_ sq. ft. ( \_\_\_\_\_ % of site)

Proposed: \_\_\_\_\_ sq. ft. ( \_\_\_\_\_ % of site)

**IMPERVIOUS SURFACE RATIO** (total square footage of impervious areas divided by the total square footage of entire site):

Existing: \_\_\_\_\_  
Proposed: \_\_\_\_\_  
Maximum Permitted: \_\_\_\_\_

**DENSITY** (units, rooms or beds per acre):

Existing: \_\_\_\_\_  
Proposed: \_\_\_\_\_  
Maximum Permitted: \_\_\_\_\_

**BUILDING HEIGHT:**

Existing: \_\_\_\_\_  
Proposed: \_\_\_\_\_  
Maximum Permitted: \_\_\_\_\_

**OFF-STREET PARKING:**

Existing: \_\_\_\_\_  
Proposed: \_\_\_\_\_  
Minimum Required: \_\_\_\_\_

*Note: A parking demand study must be provided in conjunction with any request to reduce the amount of required off-street parking spaces. Please see the adopted Parking Demand Study Guidelines for further information.*

**WHAT IS THE ESTIMATED TOTAL VALUE OF THE PROJECT UPON COMPLETION?** \$ \_\_\_\_\_

**ZONING DISTRICTS FOR ALL ADJACENT PROPERTY:**

North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

**STATE OF FLORIDA, COUNTY OF PINELLAS**

I, the undersigned, acknowledge that all representations made in this application are true and accurate to the best of my knowledge and authorize City representatives to visit and photograph the property described in this application.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ to me and/or by \_\_\_\_\_, who is personally known has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of property owner or representative

\_\_\_\_\_  
Notary public,  
My commission expires: \_\_\_\_\_



## Planning & Development Department Preliminary Plat Application Submittal Package Check list

**IN ADDITION TO THE COMPLETED PRELIMINARY PLAT APPLICATION, ALL REQUESTS FOR PRELIMINARY PLAT APPROVAL SHALL INCLUDE THE FOLLOWING INFORMATION:**

- A preliminary plat prepared by a surveyor, architect, landscape architect or engineer drawn to a minimum scale of one inch equals 100 feet on a sheet size not to exceed 24 inches by 36 inches that includes the following information:
  - Title under which the proposed plat is to be recorded.
  - Name, address and telephone number of the person preparing the plat.
  - Identification clearly stating that the drawing is a preliminary plat.
  - Legal description of the property, U.S. Survey section, township and range lines.
  - Existing and proposed rights-of-way and easements.
  - Proposed street names.
  - Names, appropriately positioned, of adjoining plats.
  - Dimension and area of the overall plat, each lot, street rights-of-way (including radii of cul-de-sacs), common open space or other land to be dedicated for a public purpose, if any.
  - North arrow, scale and date.



Planning & Development Department
Preliminary Plat Application
Affidavit to Authorize Agent/Representative

1. Provide names of all property owners on deed – PRINT full names:

Two horizontal lines for property owner names.

2. That (I am/we are) the owner(s) and record title holder(s) of the following described property:

Horizontal line for property description.

3. That this property constitutes the property for which a request for (describe request):

Two horizontal lines for request description.

4. That the undersigned (has/have) appointed and (does/do) appoint:

Horizontal line for agent name.

as (his/their) agent(s) to execute any petitions or other documents necessary to affect such petition;

5. That this affidavit has been executed to induce the City of Clearwater, Florida to consider and act on the above described property;

6. That site visits to the property are necessary by City representatives in order to process this application and the owner authorizes City representatives to visit and photograph the property described in this application;

7. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

Property Owner

Property Owner

Property Owner

Property Owner

STATE OF FLORIDA, COUNTY OF PINELLAS

BEFORE ME THE UNDERSIGNED, AN OFFICER DULY COMMISSIONED BY THE LAWS OF THE STATE OF FLORIDA, ON THIS \_\_\_ DAY OF \_\_\_, \_\_\_, PERSONALLY APPEARED \_\_\_ WHO HAVING BEEN FIRST DULY SWORN DEPOSED AND SAYS THAT HE/SHE FULLY UNDERSTANDS THE CONTENTS OF THE AFFIDAVIT THAT HE/SHE SIGNED.

Notary Public Signature

Notary Seal/Stamp

My Commission Expires: \_\_\_\_\_



## Information Required for the Submittal of Final Plat *(Submittals to be made to the Engineering Department)*

The final plat shall be suitable for recording at the office of the Clerk of the Circuit Court. It shall be prepared and sealed by a land surveyor registered by the state and shall conform to the requirements of Florida Statute, Chapter 177, and the requirements of this subsection. It shall be drawn at a scale of one-inch equals 50 feet or other scale determined appropriate by the City Engineer. The overall sheet size of the plat shall be consistent with the standards established by the Clerk of the Circuit Court for recording. Each sheet shall be provided with a one-inch margin on each of three sides and a three-inch margin on the left side of the plat for binding purposes.

**Eighteen (18) copies of the Final Plat shall be submitted.**

**Information required on the final plat in a form satisfactory to the City shall include:**

- Name of plat.
- Location of the plat by U.S. Survey System and Political Subdivision, including section, township, range, county and state.
- Names of existing streets abutting or giving access to the proposed plat.
- All plat boundaries based on an accurate transverse, with all angular and linear dimensions shown. Error of enclosure of such boundary survey shall not exceed one foot for each 10,000 feet of perimeter survey.
- All blocks, lots, streets, crosswalks, easements and waterways, within and adjacent to the plat, all of which shall have all angular and linear dimensions given and all radii, internal angles, bearings, points of curvature, tangents and lengths of all curves, so that no dimensions of data are missing which are required for the future location of any of the corners or boundaries of blocks, lots or streets, as listed above. When any lot or portion of the plat is bounded by an irregular line, the major portion of that lot or plat shall be enclosed by a witness line showing complete data, with distances along such lines extended beyond the enclosure to the irregular boundary shown with an equal certainty as can be determined or as "more or less," if variable. All dimensions shall be given to the nearest hundredth of a foot. True angles and distances shall be drawn to the nearest established official monuments, not less than three of which shall be accurately described on the plat. The intended use of all easements shall be clearly stated.
- Curvilinear lots shall show arc distances, and radii, chord, and chord bearing. Radial lines shall be so designated. Direction of non-radial lines shall be indicated.
- Sufficient angles and bearings shall identify the direction of all lines and shall be shown to the nearest second.
- All right-of-way centerlines shall be shown with distances, angles, bearing or azimuth, points of curvature, points of tangency, points of reverse curvature, points of compound curvature, arc distance, central angles, tangents, radii, chord, and chord bearing or azimuth, or both.
- All easements or rights-of-way provided for public services or utilities, and any limitations of such easements.
- All lot numbers and lines. Lot lines shall be marked with accurate dimensions in feet and hundredths of feet, and bearings or angles to street lines.
- Accurate descriptions of any area to be dedicated or reserved for public use with the purpose indicated thereon.
- Title, date of survey, graphic scale of map and north arrow. The bearing or azimuth reference shall be clearly stated on the face of the plat in the notes or legend.
- Permanent reference monuments shall be placed in accordance with requirements of the State of Florida.
- Each plat shall show a description of the lands platted, and the description shall be the same in the title certification. The description shall be so complete that from it, without reference to the plat, the starting point and boundary can be determined.
- The Circuit Court Clerk's certificate and the land surveyor's certificate and seal.

- All section lines and quarter section lines occurring in the map or plat shall be indicated by lines drawn upon the map or plat, with appropriate words and figures. If the description is by metes and bounds, the point of beginning shall be indicated, together with all bearings and distances of the boundary lines. If the platted lands are in a land grant or are not included in the subdivision of government surveys, then the boundaries are to be defined by metes and bounds and courses. The point of beginning in the description shall be tied to the nearest government corner or other recorded and well-established corner.
- All contiguous properties shall be identified by plat title, plat book and page or, if unplatted, land shall be so designed. If the area platted is a replatting of a part or the whole of a previously recorded plat, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made and reference to the replatting shall be stated as a subtitle following the name of the plat wherever it appears on the plat.
- All lots shall be numbered either by progressive numbers or, if in blocks, progressively numbered or lettered in each block, except that blocks in number additions bearing the same name may be numbered consecutively throughout the several additions.
- Park, recreation and open space parcels shall be so designated.
- All interior excepted parcels shall be clearly indicated and labeled "Not a Part of This Plat."
- The purpose of all areas dedicated must be clearly indicated or stated on the plat.
- When it is not possible to show curve detail information on the map, a tabular form may be used.

**The following documentation shall accompany the final plat:**

- A title opinion of an attorney licensed in the state or a certification by an abstractor or a title company stating that the court records identify that the title to the land as described and shown on the plat is in the name of the person executing the dedication. In addition, a document entitled consent to platting of lands and partial release of mortgage shall be filed together with the final plat for each person or corporation holding a mortgage on all land included on the plat, where such person has not signed the final plat. The title opinion or certification shall show all mortgages not satisfied or released of record nor otherwise terminated by law.
- Certification by a registered land surveyor that the plat represents a survey made by that individual, that all the necessary survey monuments, lot sizes and lot dimensions are correctly shown thereon, and that the plat complies with all of the survey requirements of Chapter 177 and this development code. Impressed on the plat and affixed thereto shall be the personal seal and signature to the registered land surveyor including the registration number of the surveyor, by whom or under whose authority and direction the plat was prepared.
- A boundary survey of the platted lands. However, a new boundary survey for a replat is required only when the replat affects any boundary of the previously platted property or when improvements have been made on the lands to be replatted or adjoining lands. The boundary survey must be performed and prepared under the responsible direction and supervision of a professional surveyor and mapper preceding the initial submittal of the plat to the local governing body. This subsection does not restrict a legal entity from employing one professional surveyor and mapper to perform and prepare the boundary survey and another professional surveyor and mapper to prepare the plat, except that both the boundary survey and the plat must be under the same legal entity.
- Certification that all real estate taxes have been paid.
- Every plat of a subdivision or condominium filed for record shall include any required dedication by the applicant. The dedication shall be executed by all owners having a recorded interest in the land being platted, in the same manner in which deeds are required to be executed. All mortgagees having a record interest in the land platted shall execute, in the same manner in which deeds are required to be executed, either the dedication contained on the plat or in a separate instrument joining in the ratification of the plat and all dedication and reservation thereon in the form of a consent to plat from all mortgage interests acceptable to the City Attorney. When a tract or parcel of land has been platted and a plat thereof bearing the dedication executed by the developer and approval of the City has been secured and recorded in compliance with this division, all street, alleys, easements, rights-of-way and public areas shown on such plat, unless otherwise stated, shall be determined to have been dedicated to the public for the uses and purposes stated thereon, notwithstanding any separate action by resolution of the City Council to formally accept such offers of dedication.

- Any existing or proposed private restrictions and trusteeships and their periods of existence shall be filed as a separate instrument and reference to such instrument shall be noted on the final plat.
- After a final plan has been approved, three prints of as-built drawings showing the improvements that have been constructed according to the approved subdivision construction plans and a copy of the financial guarantee for completion of required improvements shall be filed with the City Engineer before such plat shall be recorded.

**Financial Guarantee:**

Unless all required improvements have been satisfactorily completed, an acceptable financial guarantee for required improvements shall accompany every plat which is to be recorded to ensure the actual satisfactory completion of construction of all required improvements within not more than two years following the date of recording, or one year if sidewalks are the only required improvement to be completed following the date of recording. An acceptable financial guarantee for required improvements shall be in an amount not less than the estimated cost of the improvements, as approved by the City Engineer, and may be required to be increased if the City Engineer determines it appropriate, and may be reduced from time to time in proportion to the work completed, and may take one of the following forms, subject to the approval of the City Engineer and the City Attorney:

- Case, to be held in a separate escrow account by the City; or
- An irrevocable letter of credit written by a bank chartered by the State, the United States Government, or any other State of the United States if the bank is authorized to do business in the State of Florida, and acceptable to the City Manager. The letter of credit shall include among other things, an expiration date not earlier than one year from the date of issuance; a provision requiring the issuer of the letter of credit to give at least 30 days written notice to the City prior to expiration or renewal of the letter; and a provision that the letter is automatically renewed for a period of time equaling its original term if the required notice is not given; or
- A surety bond issued by a surety company authorized to do business in the state. The surety bond shall include, as a minimum, the provisions required for letters of credit.