



**HERNANDO COUNTY PLANNING DEPARTMENT**  
**CLASS A FINAL RE-PLAT (No Improvements) SUBDIVISION REVIEW APPLICATION**

1653 Blaise Dr  
Brooksville, FL 34601  
352-754-4057  
[subdivisionintake@hernandocounty.us](mailto:subdivisionintake@hernandocounty.us)

DATE: \_\_\_\_\_

**Name of Project:** \_\_\_\_\_ **Key No(s):** \_\_\_\_\_

**1. Developer's Name:** \_\_\_\_\_

**2. Project Engineer's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**3. Zoning Classification:** \_\_\_\_\_

**4. Number of Lots Shown:** \_\_\_\_\_

**5. Proposed ownership and maintenance responsibility of the subdivision?**  **Public**  **Private**

**6. A completed Certificate of Concurrency application is on file?**  **Yes**  **No**

If no, an application and payment of the fee must be made to the Planning Department same day as this application submittal.

**7. Trips anticipated:** \_\_\_\_\_ a traffic analysis study is required when 50 or more peak hour trips are anticipated.

**Notes and Calculation of Review Fees:**

- Other documentation may be required to complete each review phase.
- Following staff's comments, no charge will apply for the initial revised plans. However, a \$250 fee will be charged for each subsequent resubmittal thereafter.
- Make Check Payable to Hernando County Building Department
- See next pages for Calculation of Review Fees, Project Checklists, and instructions.**

**AFFIDAVIT**

State of \_\_\_\_\_, County of \_\_\_\_\_

I, \_\_\_\_\_, as the (owner/legal representative) do hereby make application to Hernando County for platting procedures as noted above; that all answers to the questions in said application, all sketches and data attached to and made a part of this application are honest and true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

Sworn & subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. The individual is \_\_\_\_\_ personally known to me, or \_\_\_\_\_ produced identification: \_\_\_\_\_ and \_\_\_\_\_ DID \_\_\_\_\_ DID NOT take an oath.

\_\_\_\_\_  
Signature of Notary Public

## Calculation of Plat Review Fees

### **Final Plat Re-Plat:**

Planning Fee (\$500.00 + \$5.00 Per Lot) = \$500 + [\$5 X \_\_\_\_ (lots) = \$\_\_\_\_\_] = \$\_\_\_\_\_

Survey Review Fee = \$840.00 (Cover Sheet) + Additional Sheets (\$140 Each) = \$840 +  
[\$140 X \_\_\_\_ (sheets) = \$\_\_\_\_\_] = \$\_\_\_\_\_

\*Engineering Fee (\$2,000.00 + \$10 Per Lot) = \$2,000 + [\$10 X \_\_\_\_ (lots) = \$\_\_\_\_\_] = \$\_\_\_\_\_

**Total Planning, Surveying, and Engineering Final Plat fees: \$\_\_\_\_\_**

- Make Check Payable to Hernando County Planning Department.
- Submit this completed page with your application.

\*Engineering review is not required if all the following conditions are met:

1. No lots are being created with access via an easement.
2. Each lot is being created from a parent parcel and each lot has frontage on an existing county maintained street or private street built and maintained to county standards.
3. No improvements are being proposed as part of the replat.
4. Right of way use permits are required for any new driveways serving the lots being created.
5. Each lot must meet all applicable county development rules and be approved by the county.

**PROJECT ENGINEER'S CHECKLIST OF ITEMS AND ACTIVITIES  
FOR SUBDIVISION FINAL PLATTING REVIEW PHASE  
If no improvements are being constructed**

**For Final Plat submittal:**

<b>Submit:</b>	Application
	Fees
	1 copy of Final Plat (paper)
	1 digital copy of the plat (PDF) and certified letter stating that the digital copy is the exact duplicate of the final plat submitted
	1 signed and sealed survey
	Title Certification, Ownership and Encumbrance reports for plat certification
	Table listing square footage of each lot, parcel and/or tract
	Narrative describing purpose for replat

**Obtain comments from all agencies reviewing the Final Plat & other documents/activities:**

**Note:** County Reviewing Surveyor will review plat after County Dept approvals have been secured.

Legal Dept. will review plat after County Reviewing Surveyor approval has been secured.

Comments rec'd from:

Dept.	Rec'd	Dept.	Rec'd
Planning		Engineering / DPW	
Utility Dept.		Development / Zoning	
Property Appraiser		D.O.T (If applicable)	
Addressing		County Consulting Surveyor	
Environmental (for on-site environmental mitigation only)		Legal Dept.	

**If any Plat/document revisions are necessary:**

**Note:** All required revised plans and/or documents must be submitted with a cover letter, addressing how each comment has been answered.

<b>Submit:</b>	
	Revised final plat Final Plat (paper copy)
	1 digital copy of the final plat and certified letter stating that the digital copy is the exact duplicate of the final plat submitted
	Revised requested documents or additional required documents
	Re-submittal fees

**After receiving final approvals (Prior to BCC meeting):**

<b>Submit:</b>	
	Original Mylar with all non-county signatures secured
	1 copy of Final Plat (paper)
	Joiner affidavit if signature not obtained on plat
	1 digital copy of the final plat and certified letter stating that the digital copy is the exact duplicate of the final plat submitted
	Computer disk of the latest final plat including State Plane Coordinates (2012 DWG version) and lot square footage

**After BCC meeting:**

**Note: Zoning to advise applicant plat has been approved by BCC, signed and is ready to be picked up.**

	Retrieve signed mylar(s) and joiners from Zoning
	Execute the Tax Certificate with the Tax Collector's office

**Submit the following to the Clerk of the Circuit Court's office for recording:**

	Executed Tax Certificate
	Original signed mylar
	1 mylar copy of the signed plat
	2 paper copies of the plat