

## INSTRUCTIONS FOR APPROVAL OF CLASS C SUBDIVISIONS

Class C subdivisions are small rural subdivisions which allow the creation of more than 2 (two) lots but no more than 10 (ten) lots with a minimum lot size of 2 ½ (two & one half) acres. Class C subdivisions are approved for development by the County Staff. All lots created in Class C subdivisions must meet the minimum lot size for the zoning district in which the subdivision is located.

Class B subdivisions require the creation of a 60-foot access and utility tract for access. The access tract must be improved with a minimum of 30 feet of cleared ROW. Access to the subdivision shall be via a minimum thirty-foot County maintained and owned roadway.

Class C subdivisions require a minimum 12-foot compacted lime rock travel surface or other surface as approved by the County engineer.

A homeowners' association is required since there will be privately maintained improvements associated with the subdivision. Homeowner association documents must be provided during the approval process and be approved as to form and content by the County's legal office.

### STEP 1. PRELIMINARY REVIEW

The following information must be furnished for Preliminary review by the County staff:

1. Complete application sworn by the petitioner, owner, or representative. A representative requires a notarized letter of authorization from the property owner.
2. Proof of ownership (copy of recorded deed).
3. One (1) copies of the proposed layout drawn to scale, including the following:
  - a. Lot dimensions and legal description of each parcel, as well as the access tract.
  - b. Location of any flood prone area within proposed subdivision (Zone AE, Coastal AE, or VE).
  - c. The location of any specimen or majestic (18" or 36" DBH) trees within the development areas.
  - d. The location of the proposed interconnection of the access tract and the County/State road must be shown.
4. One (1) copy of a narrative of the proposed request including but not limited to: the number and size of parcels being created, and how the access tract will be owned and maintained.
5. **Filing fee of \$300.00. See also: construction plan review fees under Step 2.**
6. Upon receipt of a complete application, the preliminary plan will be reviewed, and a letter sent to the applicant outlining any deficiencies in the application, the corrective measures that need to be done and indicate whether the applicant may continue with the preparation of construction plans for the proposed subdivision. **The petitioner must receive construction plan approval within 2 years from the Preliminary approval letter or the preliminary approval will be null and void.**

## STEP 2. CONSTRUCTION PLAN REVIEW

After receiving preliminary plan approval, the applicant is to provide the following information for construction plan review by County staff.

1. One (1) copy of the engineered construction drawings.
2. **Construction review fee for the Planning Department is \$500.00 + \$5.00 a lot plus Engineering review fee of \$2,000.00 + \$10.00 per lot. Please denote separate fees on your check.**
3. The minimum access shall be a 60-foot access and utility tract improved as follows:
  - a. 30 foot cleared and maintained, 12-foot compacted lime rock travel surface, 4 inches thick, or other surface acceptable to the County Engineer on any road servicing more than 2, but no more than 10 lots.
  - b. Minimum standards: a 95-foot radius to provide a 20-mph horizontal curve design speed, and vertical curves designed to meet a 30-mph site distance. Intersection angles shall not be less than 70 degrees.
  - c. Culverts and bridges must meet the minimum standards in the Facility Design Guidelines and Southwest Florida Water Management District (SWFWMD) requirements.
4. The County's minimum design standards for drainage shall be met.
5. Provide copies of all Right-of-way permits.
6. The applicant must provide a letter from a franchised garbage hauler that the subdivision is acceptable for individual garbage pickup by the hauler **or** provided a buffered dumpster site.
7. The applicant must provide a letter from the Post Office indicating that the subdivision is acceptable for individual mail delivery and pickup by the Post Office Rural carrier **or** provided a neighborhood mail site.
8. The homeowners' association documents must be approved by the County. The documents are to include adequate funding for the continuing yearly maintenance of all improvements and shall be created with the legal authority to levy yearly assessments against all lot owners to fund ongoing maintenance.
9. The applicant must submit a petition for unnamed access tract for review by the Addressing Department of the Hernando County Property Appraiser. Separate fees are to be determined and collected by the Addressing department.
10. The applicant must show all areas to be disturbed, specimen trees (18 to 36 inches) and all majestic trees (36 inches and above) within 50 feet of any proposed improvements, etc. roadway and drainage retention areas. **If there are no specimen trees or majestic trees in the area of construction a written statement stating that fact shall be provided.**
11. The applicant must submit the proposed layout to the Southwest Florida Water Management District (SWFWMD) and provide a copy of the permit prior to County approval.
12. Prior to issuing construction approval with over 1 (one) acre of disturbed land, the applicant must provide a copy of the NPDES (National Pollution Discharge Elimination System) permit issued by the Florida Department of Environmental Protection (FDEP).

### STEP 3. CONSTRUCTION PLAN APPROVAL

1. When application has received approval from all reviewing county departments, an approval letter giving authorization to commence construction will be prepared and sent to applicant/engineer.
2. Once the construction plans have been approved by the County, the applicant must construct the required improvements. If the applicant does not start construction of the improvements specified in his construction plans within 12 months, the approval of said plans shall become null and void and the applicant must resubmit his plans and pay the fees for review and approval according to the rules and regulations existing at that time.
3. All construction and improvements must be completed within 18 months of the approval date.
4. Upon completion of the construction, the applicant must request County inspection of the improvements. The County will inspect the construction and all improvements and indicate department approval or that additional corrections need to be made prior to county approval. County Departments inspecting improvements will include Engineering/Public Works, Utilities (if applicable) and Landscaping (Development).

### STEP 4. FINAL APPROVAL

The applicant must submit the following information for final approval

1. Submit one copy of a sealed survey, which should include the legal description of each parcel, as well as including an interest in the access tract. **The survey may not refer to a named subdivision.**
2. One recorded copy of the homeowner's association documents.
3. The attached Property Split Tax Clearance Form must be executed by the Tax Collector's Office certifying property taxes on the property proposed to be split have been paid through the current tax year.
4. Approval from all relevant county departments if any outstanding issues have been noted.

Upon receipt of these items, the Staff will review the items for completeness and, if correct, the County will issue a letter of final approval per the submitted plan which will authorize the applicant to sell the lots.



## HERNANDO COUNTY APPLICATION FOR CREATING CLASS C SUBDIVISION

Date: \_\_\_\_\_

Print or type all information. Refer to instruction sheets for assistance or email [planning@co.hernando.fl.us](mailto:planning@co.hernando.fl.us)

<b>APPLICANT:</b> _____	
Mailing Address: _____	
City, State, Zip Code: _____	
Daytime Phone: _____ Email : _____	
<b>REPRESENTATIVE:</b> _____	
Mailing Address: _____	
City, State, Zip Code: _____	
Daytime Phone: _____ Email : _____	
<b>Legal Description:</b> Write the complete legal description of the property below. Include Section, Township and Range, Subdivision Name, Lot, Block, and Unit Number. Attach additional sheet if necessary. _____ _____	
<b>PARCEL KEY NUMBER</b> _____ SEC _____ TWP _____ (S) RANGE _____ (E)	
<b>Size of Area Covered by Application:</b> _____	
<b>Highway &amp; Street Boundaries:</b> _____	
<b>Number of Parcels Proposed:</b> _____	
<b>Minimum Size(s) of Lot(s) Created:</b> _____	

#### ACKNOWLEDGMENT

This acknowledgment must be signed in the presence of a Notary Public.

I, \_\_\_\_\_, hereby state and affirm that I have read the instructions for filing this application and that:

I am the owner of the property covered under this application.

I am the legal representative of the owner of the property described, which is the subject matter of this application.

All answers to the questions in said application, all sketches and data attached and made part of this application are honest and true to the best of my knowledge and belief.

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Signature of Applicant or Representative

**STATE OF FLORIDA**

**COUNTY OF HERNANDO**

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned Notary Public of the State of Florida, personally appeared \_\_\_\_\_ and whose name(s) is/are subscribed to the within instrument, and acknowledge that he/she/they executed it.

WITNESS my hand and official seal

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NOTARY SEAL & COMMISSION

EXPIRATION:

Notary Signature

The individual(s) are  personally known to me or,  presented the following  
Identification: \_\_\_\_\_.

# Property Split Tax Clearance Form

**Florida Statutes: Title XIV**  
**§197 Taxation and Finance**

**§197.192 Land not to be divided or plat filed until taxes paid.** *No land shall be divided or subdivided and no drawing or plat of the division or subdivision of any land, or declaration of condominium of such land, shall be filed or recorded in the public records of any court until all taxes have been paid on the land.*

As a result of the above statute, you are required to provide this form signed by the Hernando County Tax Collector's Office certifying that the taxes on the property proposed to be split have been paid through the current tax year.

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

I, \_\_\_\_\_, hereby certify that the property taxes on parcel key number \_\_\_\_\_ have been paid through the current tax year.

Sally L. Daniel, CFC  
Hernando County Tax Collector  
*Hernando County Government Center*  
*20 North Main Street, Room 112*  
*Brooksville, FL 34601*  
*(352) 754-4180*

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

SEAL

# PETITION FOR UNNAMED ACCESS TRACT

Randy Mazourek,



**"To Serve & Assess With Fairness"**

Name of Property Owner/Agent \_\_\_\_\_  
[Print](#)

If the proposed parcel division creates an access tract, an easement, or the extension of an existing easement, this form must be completed and submitted to the Addressing Office in order to determine if roadway naming is required for emergency response and postal delivery. **If it is determined that a roadway name is needed, you will be responsible for all costs incurred to manufacture the signs. The Petitioner will be responsible for installation of the sign(s). Please refer to the enclosed brochures.**

**Please submit a copy of the lot layout and recorded deed for the parent parcel with the access tracts and/or easements shown. This petition cannot be processed without these items.**

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### Proposed Name

Please submit a list of four (4) other proposed roadway names in case the proposed roadway name is not acceptable for use in Hernando County. **Duplicate roadway names cannot be used including ones that sound similar to an existing roadway already approved for use in Hernando County (regardless of any difference in spelling). A suffix (Road, Street, Avenue, Drive) must be placed on each roadway name. The changing of a suffix does not change a roadway name. The roadway name and suffix combined shall not exceed fifteen (15) characters in length, including spaces.**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

The above request must be submitted to the Addressing Office for approval. You **must** contact the Addressing Office to advise that roadway signs have been posted for this roadway. Once you have contacted this office, we will conduct a field review to confirm that all roadway signs are posted and are in compliance with the current Hernando County Facility Design Guideline. No addresses will be issued to the properties until the approval process is complete.

**HERNANDO COUNTY PROPERTY APPRAISER**  
Addressing Office  
7525 Forest Oaks Blvd  
Spring Hill, Florida 34606-2400  
Phone: (352) 754-4190 Fax: (352) 688-5060

Contact Person's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Addressing Office Petition Fee: \$35.00 + \$ 15.00 per approved roadway name

**HERNANDO COUNTY DEPARTMENT OF PUBLIC WORKS**

1525 East Jefferson St. • Brooksville, FL 34601 • 352-754-4060

**RIGHT-OF-WAY UTILIZATION PERMIT APPLICATION**

APPLICANT		CONTRACTOR	
PHONE		PHONE	
ADDRESS		ADDRESS	
CITY		CITY/STATE/ZIP	
STATE/ZIP		LICENSE #	

LOCATION OF WORK: \_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

**PERMIT BASE FEE = \$20.00**

Pavement Cut	_____	x \$100 =	_____
Unpaved Cut	_____	x \$ 30 =	_____
Jack & Bore	_____	x \$ 20 =	_____
Directional Bore	_____	x \$ 20 =	_____
Subdivision Sign	_____	x \$ 50 =	_____

**TOTAL DUE \$** \_\_\_\_\_**PLEASE CHECK APPROPRIATE BOX BELOW**

Driveway Apron	<input type="checkbox"/>
Culvert	<input type="checkbox"/>
Utility	<input type="checkbox"/>
Power Pole Relocate	<input type="checkbox"/>
Mailbox	<input type="checkbox"/>
Landscaping	<input type="checkbox"/>
Other	<input type="checkbox"/>

**\*\*Applicant must attach one (1) set of construction plans or a sketch covering the details of the proposed work.****Make check payable to HERNANDO COUNTY DEPARTMENT OF PUBLIC WORKS (HCDPW)**

Applications without fees will be considered incomplete and returned to applicant.

If you have any questions, please call 352-754-4060.

**STANDARD CONDITIONS**

- An approved permit from Hernando County Development must be included with application if site work on private property is included as part of the proposed work (Commercial Only).
- Authorized work shall be completed in accordance with the Right-of-Way Utilization Regulation, the provisions of Ordinance No. 88-5 and other applicable County requirements.
- When excavation is included in this permit, the holders shall notify all utility companies as required by state and local laws and regulations.
- Whenever necessary for the construction, repair, improvement, relocation, maintenance, safe and efficient operation, alteration or relocation of all or any portion of said facility as determined by the Hernando County Board of County Commissioners or its Designee, the said facility shall be immediately removed from said roadway or reset or relocated thereon at the expense of the owner.
- Applicant must complete and submit the attached indemnity Agreement prior to issuance of a Right-of-Way Utilization Permit.
- During construction, all Federal & State Regulations shall be observed, and the holder must take safe measure, including placing and display of safety devices, as may be necessary in order to safely conduct the public through the project area.
- In the case of failure of the applicant or his agents to comply with the County's requirements, a permit may become void, and the work shall have to be brought into compliance or removed from the right-of-way at no cost to the County.

**I HEREBY CERTIFY THAT I HAVE MADE APPLICATION FOR THE PERMIT DESCRIBED ABOVE, THAT I HAVE PROPER AUTHORITY AND AUTHORIZATION TO APPLY FOR SUCH PERMIT, AND THAT I AGREE WITH THE CONDITIONS OF THE PERMIT.****SIGNATURE** \_\_\_\_\_**DATE** \_\_\_\_\_

**INDEMNITY AGREEMENT**

**THIS AGREEMENT OF INDEMNITY** entered into this (date) \_\_\_\_\_ day of (month) \_\_\_\_\_, 20\_\_\_\_ by and between applicant (print name) \_\_\_\_\_, hereinafter called **Indemnitor**, and the County of Hernando, hereinafter called **Indemnitee**:

**WITNESSETH:**

**WHEREAS**, the Indemnitor has requested of the Indemnitee permission to do certain road work improvements, more specifically described as: (MUST BE FILLED IN)

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**WHEREAS**, the Hernando County Board of County Commissioners has granted to the Indemnitor permission to make such improvements conditioned upon the executing of a good and sufficient Indemnity Agreement to save and hold harmless the County from any and all claims, suits, actions at law, demands or other liabilities which may arise or accrue against the County as a result of said right-of-way improvements by the Indemnitor.

**NOW, THEREFORE**, the Indemnitor, and each of them for themselves, their and each of their heirs, executors, administrators, successors and assigns, jointly and severally do hereby covenant and agree to indemnify and keep indemnified the Indemnitee, and hold and save harmless the said Indemnitee from and against all loss and damage (including damage to persons or property, be they private or public) arising from anything done by, or negligence of, (the Indemnitor, its subcontractors, the offices, agents or employees of it while engaged in said right-of-way improvements).

And the Indemnitors further agree to indemnify the Indemnitee against any suit, actions or actions at law or in equity which may be brought against the Indemnitee, its Board of County Commissioners, individually or otherwise, to recover damages for accidents, negligence or occurrences growing out of or arising from said right-of-way improvements above described, or from any other cause, or any proceedings that may be taken against the Indemnitee, individually or otherwise, arising therefore, and to save them harmless there from.

**IN WITNESS WHEREOF**, we have hereunto subscribed our names and affixed our respective seals the day, month and year first above written at Brooksville, Hernando County, Florida.

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APPLICANT SIGNATURE

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CONTRACTOR'S SIGNATURE

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WITNESS

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WITNESS

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**FOR OFFICE USE ONLY**

Preconstruction date \_\_\_\_\_ by \_\_\_\_\_ Rough Inspection Due \_\_\_\_\_ Final inspection due \_\_\_\_\_

Comments:

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Revised 1/5/2010