

CONSTRUCTION DRAWING SUBDIVISION REVIEW APPLICATION

HERNANDO COUNTY PLANNING DEPARTMENT

1653 Blaise Drive

Brooksville, FL 34601

352-754-4057 Ext 28020

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. Are subject lands in: ____ Hernando County Utilities service area? OR ____ City of Brooksville service area?
OR ____ Septic Tanks utilized?

Notes:

- Other documentation may be required to complete each review phase.
- Provide a cover letter for revised submittals, addressing how and where each comment was answered. **All documents must be submitted in a complete submittal. Partial response to comments cannot be accepted.**
- 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.
- **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

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Calculation of Review Fees

Construction Drawings:

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

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

Total Planning and Engineering Construction Drawing fees: \$_____

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

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PROJECT NAME: _____

CHECK LIST OF SUBMITTAL ITEMS **FOR CONSTRUCTION DRAWINGS**

For Construction Drawings Submittal (Please also submit a copy of each item below on a disc. Any signatures and seals must be present and visible):

- _____ Application.
- _____ Fee made payable to Hernando County Building Dept.
- _____ Notarized letter of authorization for any agent authorized by petitioner.
- _____ 1 set of signed and sealed set of complete construction drawings meeting the design requirements of Chapter 26, Article III of the Hernando County Code including list of square footage of each lot. NOTE: Construction drawings must comply with Hernando County Facility Design Guidelines
- _____ Copy of SWFWMD construction permit.
- _____ Certified copy of the Geo-Technical report.
- _____ NPDES notice of intent.
- _____ Copy of FDOT Letter of Intent (if accessing on State Road).
- _____ Copy of Comprehensive Wildlife survey (if required) and identification of any required wildlife permits unless provided during Conditional Plat review.
- _____ Provide rezoning and/or conditional plat conditions for distribution to effected agencies.
- _____ List of planned improvements indicating those that will remain private and those dedicated to the County.

***Submit this completed checklist with your application.**

***NOTE: The above constitutes a complete application. Additional required items or information may be requested by reviewing departments or agencies. Failure to submit items or information deemed critical will cause a delay in review and approval of the drawings.**

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PROJECT ENGINEER'S CHECKLIST OF ACTIVITIES FOR SUBDIVISION CONSTRUCTION DRAWINGS REVIEW PHASE

Project: _____

Prior to Construction Drawing Submittal:

	Conditional Plat approved by P&Z on:
	Received approval letter with conditions from the Zoning Department for the conditional plat
	Addressed all P&Z conditional plat conditions of approval

For Construction Drawing Submittals:

	For initial submittal, submit completed application and all items required as shown on page 3
	For resubmittals, provide all necessary documents to satisfy review comments and a cover letter addressing how and where each comment was answered. If revised drawings are required, submit four new copies and a digital copy. All documents must be submitted in a complete submittal. Partial response to comments cannot be accepted.

Obtain Comments from all Agencies reviewing the Construction Drawings:

	Comments received by:
	Subdivision Review Specialist
	Engineering/Department of Public Works
	Fire Service
	Planning
	Planning - Environmental
	Planning - MPO/Neighborhood Parks
	Utility Dept. (County or City)
	Zoning (Zoning and Landscaping)
	Property Appraiser - Addressing
	Property Appraiser - Mapping
	FDOT (if accessing a State Road)
	Health Dept. (if use of septic/well)

After Receiving Comments from ALL reviewing agencies:

	Revise construction drawings if necessary
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After Receiving Approvals from ALL reviewing agencies:

	Receive letter of approval from the Subdivision Review Specialist. Note any permit or inspection requirements and timeframes.
	Bonding will be collected through the Final Plat process. If construction significantly commences to the point of needing inspections and release prior to Final Plat process, then follow the instructions contained in that application packet.