

## FINAL PLAT 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 of the Conditional Plat, Construction Drawings or Final Plat/RePlat.
- 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

## **FINAL PLAT SUBDIVISION REVIEW APPLICATION**

### **Calculation of Plat Review Fees**

#### **Final Plat:**

Planning Fee (\$1000.00 + \$5.00 Per Lot) = \$1000 + [\$5 X \_\_\_\_\_(lots)] = \$\_\_\_\_\_

\*Survey Review Fee = \$840.00 (Cover Sheet) + Additional Sheets (\$140.00 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.**
- Survey fee based on contracted services and is subject to change.**

## FINAL PLAT SUBDIVISION REVIEW APPLICATION

### PROJECT ENGINEER'S CHECKLIST OF ITEMS AND ACTIVITIES FOR SUBDIVISION FINAL PLATTING REVIEW PHASE

\*Please review the list in its entirety as to be aware of required items throughout the process\*

**Project:** \_\_\_\_\_

#### Prior to submittal:

	Construction drawing approved by BOCC on:
	Received CD approval letter with conditions from Planning Department

#### For submittal:

**\*Please also submit a copy of each item below on a disc. Any signatures and seals must be present and visible.**

Submit:	
	Application
	Fees
	1 Copy of Final Plat
	1 signed and sealed survey
	1 Certified engineering cost estimates for bonding (unless provided during construction drawing review). Once cost estimates are approved, appropriate bond must be submitted. Projects without completed construction must post Performance Bond. Projects with completed construction intending to begin maintenance period with Final Plat approval must submit all required items as listed in the section below marked "Performance Bond Release" All inspections must pass prior to the scheduling final plat with the BOCC and maintenance bond received. *Cost estimates must breakout those values of lands and improvements to be dedicated to the County. This may be used for the Contributed Asset forms later in the project.
	Status report of the project construction status: <input type="checkbox"/> constructed has not commenced, <input type="checkbox"/> construction has commenced, <input type="checkbox"/> construction is completed and is ready for county inspections, <input type="checkbox"/> project has been inspected,
	Title Certification, Ownership and Encumbrance reports for plat certification
	If joinders are required, submit either original <b>signed</b> document, copies, or scanned copy. Original joinder will be required with mylars prior to BOCC meeting. <b>These must be on County template.</b>
	1 Copy of Homeowners Association Documents ( <b>when deed restrictions are implemented and/or improvements are privately maintained</b> )
	Table listing square footage of each lot, parcel and/or tract
	Document indicating the length of each street centerline and the total length of all street centerlines

#### Obtain Comments from all Agencies reviewing the plat:

	Comments received by:
	Subdivision Review Specialist
	Engineering/Department of Public Works/Stormwater
	Fire Service
	Planning - Environmental
	Utility Dept. (County or City)
	Zoning (Zoning and Landscaping)
	Property Appraiser - Addressing
	Property Appraiser - Mapping
	County Consulting Surveyor (Surveyor will review plat after County Dept approvals have been secured and comments resolved)
	Legal Dept. (Legal review will occur after County Reviewing Surveyor approval has been secured and all comments resolved)

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

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 one paper copy and a digital copy. **All documents must be submitted in a complete submittal. Partial response to comments cannot be accepted.**

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

#### \*Agenda scheduling cannot be performed without these items.

##### Submit:

	Original Mylar with all non-county signatures secured (You may submit two signed mylars to avoid copying later)
	1 copy of Final Plat (paper)
	Original joinder affidavit if applicable and 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
	Separate computer disk of the latest final plat including State Plane Coordinates and lot square footages in a DWG 2012 version format

### After BCC meeting:

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

	Retrieve signed mylar(s) and original joinders from Zoning
	Execute the Tax Certificate with the Tax Collector's office
<b>Submit the following to the Clerk of the Circuit Court's office for recording:</b>	
	Executed Tax Certificate
	Original signed mylar
	1 mylar copy of the signed plat
	2 paper copies of the plat

### Improvements and Bonding/Letter of Credit

	Performance security (Due when cost estimate is accepted by the County and construction has not commenced or is not completed)
	Maintenance security (Due when cost estimate is accepted by the County and construction is completed along <u>with all county inspection approvals</u> )
	All bonds and letters of credit must be the County templates

### For Performance Bond Release and to begin Maintenance Period:

**\*Please also submit a copy of each item below on a disc. Any signatures and seals must be present and visible.**

##### Submit:

	Letter of request for the final subdivision inspections. Please do not contact the individual Depts for final inspects.
	4 Complete set of as-built plans
	1 copy of all test results
	Engineer's certification of work accomplished substantially in accordance with approved plans and specifications
	Letter of approval from FDEP to place sewage and/or water system into service

## FINAL PLAT SUBDIVISION REVIEW APPLICATION

### Obtain Comments from all inspection agencies:

\*Make corrections if necessary, supply any requested documents and request re-inspections through the Zoning Dept at one time.

Engineering/DPW
Utility Dept. (HCUD / City of Brooksville)
Zoning Dept. (Landscaping and Zoning)
Fire Services

### After receiving all final approvals (Prior to BCC meeting):

Submit Maintenance bond (20% of the Performance security)
Obtain scheduled date of BCC meeting (once all inspections have passed and supporting documents are provided) to release the performance security and to begin the maintenance period
Receive BCC release of maintenance bond approval letter with the maintenance security from Zoning Department

### 90 DAYS prior to ending the 18 month Maintenance Period:

Request the final subdivision inspections through Zoning Dept.
Provide letter from the Homeowner's Association accepting the improvements for maintenance of the private improvements of roads and drainage system ( <b>when the development is private</b> )
Complete and return the Hernando County Contributed Asset Donation Form (given to you by the Zoning Dept.) for subdivisions with public improvements. Note: the date of donation on the form will be completed by the Zoning Dept. once the BCC approves the end of the maintenance period. *This should reflect actual costs of lands or improvements dedicated to the County. Engineers cost estimates can be used but should break out values of lands and improvements.
Obtain scheduled date of BCC meeting (once all inspections have passed and supporting documents are provided) to release the maintenance security and end the maintenance period
Receive BCC release of maintenance bond approval letter with the maintenance security from Zoning Department