

# CONDITIONAL PLAT SUBDIVISION REVIEW APPLICATION

## HERNANDO COUNTY PLANNING DEPARTMENT

1653 Blaise Dr.  
Brooksville, FL 34601  
352-754-5057  
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. Trips anticipated:** \_\_\_\_\_ A traffic analysis study is required when 50 or more peak hour trips are anticipated.

**7. 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

## **CONDITIONAL PLAT SUBDIVISION REVIEW APPLICATION**

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

#### **Conditional Plat:**

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

Engineering Fee (\$1,000.00 + \$5 Per Lot) = \$1,000 + [\$5 X \_\_\_\_\_ (lots)] = \$\_\_\_\_\_

**Total Zoning and Engineering Conditional Plat 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 CONDITIONAL PLAT

### Prior to Conditional Plat Submittal:

Pre-Application Conference (Optional) attended by:

### For Conditional Plat 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 conditional plat containing all layout ordinance criteria. The project engineer shall prepare a complete layout of the streets and lot configurations including all parcels of land which the developer reasonably expects to include in the project. The layout shall be no larger than 24" x 36" with one copy drawn to scale on 11" x 17". The layout shall be drawn to a scale of one inch equals four hundred (or less) feet (1" = 400'), with a contour interval of two (2) feet. The layout shall include at least the following minimum information:
  - Easements and drainage rights-of-way, including location, type, and width.
  - North arrow and scale.
  - Location of proposed facilities and improvements.
  - Site data including number of lots by land use type or category, lot sizes, and density for residential lots.
  - The layout shall include all adjacent parcels and the surrounding transportation grid.
  - The amount of open space, including the number, amenities, and size of proposed park areas.
  - Delineation of flood hazard areas, floodway boundaries and flood zones, and design flood elevations, as appropriate, shall be shown on preliminary plats and final plats.
- 1 copy of the Engineering Narrative Report containing all ordinance criteria. The project engineer shall provide a preliminary engineering analysis of the lands to be developed. The analysis shall include at a minimum:
  - The soil conditions.
  - Drainage design assumptions.
  - Preliminary storm water analysis.
  - The location of all floodplains.
  - The location of significant vegetative communities including wetlands.
  - Pavement design considerations.
  - Potable water and sewage disposal determinations.
  - Fire protection.

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- \_\_\_\_ 1 Traffic Study (if peak hour trips are 50 or greater; usually done for 50 or more lots) to be distributed to Eng Dept. and MPO. A traffic study is to support compliance with County's adopted facilities design guidelines or as required by the County Engineers.
- \_\_\_\_ Adequate access and transportation analysis. The project engineer shall submit an analysis of the existing and proposed transportation network indicating the collector street system which will adequately service the pedestrian and vehicular traffic generated by the proposed development. The analysis shall be prepared in accordance with the County's adopted facilities design guidelines or as required by the County Engineer. The analysis shall also include the need for cross connections between the proposed site and adjacent parcels as a means of providing for adequate traffic circulation. The planning and zoning commission will consider the analysis and, with recommendations from the planning department and county engineer, stipulate any specific transportation improvements which the developer must accomplish as a condition of his application.
- \_\_\_\_ Development of regional impact statement if required by the provisions set forth in Florida Statutes, Chapter 380.
- \_\_\_\_ Adequate public facility analysis. The project engineer shall provide an adequate public facilities analysis in accordance with the requirements of the county comprehensive plan and associated adequate public facility requirements.
  - \_\_\_\_ 1 Preliminary wildlife analysis that identifies the potential for listed species on the property.
  - \_\_\_\_ List of planned improvements indicating those that will remain private and those dedicated to the County.
  - \_\_\_\_ Narrative description of preliminary protective covenants and association documents.
  - \_\_\_\_ Statement of Developer's intent as to construction of improvement prior to recording of plat or if bonding improvements.
  - \_\_\_\_ Proposed development schedule.
  - \_\_\_\_ Narrative list of file numbers associated with this property/project including rezonings, masterplans, etc.
  - \_\_\_\_ Water supply and sewage disposal plans. The developer or project engineer shall provide the planned methods of water supply and sewage disposal in accordance with all required codes and regulations.

**\*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 prior to cut off will cause the petition to be delayed in scheduling for the P&Z meeting.**

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## PROJECT ENGINEER'S CHECKLIST OF ACTIVITIES FOR SUBDIVISION CONDITIONAL PLAT REVIEW PHASE

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

### For Conditional Plat Submittals:

	For initial submittal, submit completed application and all items required as shown on pages 3 and 4
	For resubmittals, provide all necessary documents to satisfy review comments and a cover letter addressing how and where each comment was answered. If revised conditional plat is required, submit one new copy and a digital copy. All documents must be submitted in a complete submittal. <b>Partial response to comments cannot be accepted.</b>

### Obtain Comments from all Agencies reviewing the Conditional Plat:

	Comments received by:
	Subdivision Review Specialist
	Engineering/Department of Public Works
	Fire Service
	Planning
	Planning - Concurrency
	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)
	School Board (if residential and generating students)

### After receiving comments from ALL reviewing agencies:

	Revise Conditional Plat if necessary
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### Once all reviewing agencies APPROVE the Conditional Plat:

	Obtain date of scheduled Planning and Zoning Commission meeting from Subdivision Review Specialist
	Attend P&Z meeting
	<b>IF P&amp;Z requires revisions submit accordingly with the appropriate sets of plans and documents and recommence approval process.</b>

### After Planning and Zoning Commission meeting:

	Receive letter of approval from the Subdivision Review Specialist. Note timeframes for subsequent subdivision approval requirements.
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