CITY OF TARPON SPRINGS, FLORIDA
Final Subdivision Plat Application

Return to:
Planning & Zoning Division
324 E. Pine Street
Tarpon Springs, FL 34689
(727) 942-5611

(Please type or print clearly)

Property Owner(s)

Name		Email
Address		
City	State	Zip
Phone	Fax	Cellular

Applicant

Name		Email
Address		
City	State	Zip
Phone	Fax	Cellular

Agent (if applicable)

Name		Email
Address		
City	State	Zip
Phone	Fax	Cellular

General Information

Subdivision Name	Number of Lots
Property Location or Address	
Legal Description (attach additional sheets as necessary)	
Tax Parcel Number(s) for parent tract	

Existing Land Use & Zoning Information

Present Designations of Property		Current Use of Property
Land Use Category	Zoning District	

Site Acreage:

Open Space _____ Jurisdictional _____ Common Area _____ TOTAL _____

Flood Information: [please check all that apply]

☐ Zone X ☐ Zone X Shaded ☐ Zone AE ☐ Zone VE

Base Flood Elevation (BFE): [please list all elevations] _____

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The following MUST be furnished with this application: [incomplete applications will not be accepted]

☐ Completed application form

☐ $750.00 application fee, plus review costs by City surveyor (applicant will be billed for actual cost)

☐ Final plat (sheet size 22" x 28") - (7 copies)

☐ Two (2) original mylars of plat (after BOC approval for signatures)

☐ Title certification (plat certification report)

☐ Affidavit of no liens by developer

☐ Mortgagee joinder (if mortgage on property)

☐ Consent to plat (if mortgage on property))

☐ Closure data from professional land surveyor

☐ 1" = 200' scale copy of plat for Zoning Atlas, or DFX Disc, CADD Release 12

☐ Articles of incorporation for homeowners' association

☐ As-built drawings for all improvements (5 copies)

☐ Bill of sale for improvements to be dedicated to public

☐ Taxes paid receipt

☐ Ownership and Encumbrance Report (Original)

☐ Detailed estimate of completion cost by the engineer of record for the required site improvements, if you plan to post a performance security and plat before the required site improvements are installed or completed (see below for instructions).

§ 164.04 Performance Security.

(A) Subject to the approval of the City Manager, the City Engineer may in unusual circumstances, permit the posting of performance security for the installation of required improvements in lieu of actual installation prior to final subdivision plat approval.

(B) Performance security shall comply with all statutory requirements and shall be in the form of a letter of credit from a bank licensed to do business in the State of Florida, or a performance bond where the company is duly organized and licensed to issue bonds in the State of Florida.

(C) The amount of performance security shall be based upon an estimate of completion cost by the engineer of record, shall be subject to verification by the City Engineer, and shall total 110% of the estimate of completion.

(D) The effective period of performance security shall not exceed 1 year from the date of approval of the final subdivision plat.

(E) Performance security provided under this section shall be subject to the approval of the Board of Commissioners at the time of final subdivision plat approval.

(F) The City shall receive payment in full in accordance with the procedure established by law for all required improvements not completed at the term of the performance security.

AFFIDAVIT

I (we), the undersigned, certify ownership of the property within this application, that said ownership has been fully divulged, whether such ownership by contingent or absolute, and that the name of all parties to an existing contract for sale or any options are filed with this application.

I (we) certify that _____ is (are) duly designated as the agent(s) for the owner, that the agent(s) is (are) authorized to provide subject matter on the application contained herein, whether verbal or written, and appear at any public hearing(s) involving this petition.

I (we) assent to the City's Comprehensive Plan as it applies to the property. Further, it is understood that this application must be complete and accurate and the appropriate fee paid prior to processing.

Date: _____ Title Holder: _____

Date: _____ Title Holder: _____

Date: _____ Title Holder: _____

Date: _____ Title Holder: _____

STATE OF FLORIDA)
COUNTY OF PINELLAS)

The foregoing instrument was acknowledged before me this _____ day of _____, A.D., 20 ___ by _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

NOTARY PUBLIC
Name: _____
Signature: _____
Stamp:

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Final Subdivision Plat Review

Section 164.05 of the Land Development Code (LDC) requires that upon satisfactory completion and certification of all required improvements a Final Subdivision Plat shall be submitted to the Planning and Zoning Division for review by the Technical Review Committee (TRC) for conformance with the approved site plan and compliance with Chapter 177, Florida Statutes.

Prior to approval by the Board of Commissioners, all required improvements and as-built drawings shall have been completed and certified in accordance with the requirements of the LDC, or an Irrevocable Letter of Credit may be posted for no less than 110 percent of the cost of the required improvements. Upon determination by the TRC that the final subdivision plat and required improvements are complete and in conformance with the requirements of the LDC, the final subdivision plat shall be sent to the Board of Commissioners for approval.

Upon approval of the Final Subdivision Plat by the Board of Commissioners, the plat shall be forwarded along with any other related legal documents to the Pinellas County Clerk of the Circuit Court for recordation. Approval of a final subdivision plat shall constitute dedication and acceptance of all improvements, easements, and rights specified on the plat as public.

Final Subdivision Plat Applications shall conform to the following minimum specifications:

1. The plat shall comply with the requirements of Chapter 177, Florida Statutes.
2. The plat shall be made under the direction of a registered land surveyor who shall certify the plat.
3. The plat shall be submitted in the form of one original on good grade linen tracing cloth, two reproducible mylars, and blueline copies in the number required by the City.
4. The sheet size shall be 22" by 28" with a 3” margin on the left side and a ½”margin on each of the remaining sides.
5. Multiple sheets shall have clearly labeled match lines.
6. A scale, north arrow, and legend shall be provided.
7. Section, Township, Range shall be provided.
8. PRMs and PCPs shall be clearly marked.
9. Section and quarter section lines shall be shown.
10. Location, width, and name of all streets, water bodies, or other rights-of-way shall be provided.
11. Location, width and purpose of all easements shall be provided.
12. All contiguous property shall be identified by subdivision title, plat book, and page, or noted "not platted".
13. Lot and Block numbering shall be clearly indicated.
14. Lot dimensions shall be provided.
15. Street centerlines shall be shown.
16. Park, open space, or other public parcels (with dimensions) shall be shown.
17. Interior out parcels shall be labeled "not a part of this plat" (with dimensions).
18. Location, purpose, and width of all dedications shall be provided.
19. Building setback lines if greater than that required by normal zoning shall be shown.
20. Name of City and County shall be shown.
21. Name of Subdivision shall be shown.
22. Each plat shall show a description of the lands to be subdivided.
23. The survey closure data for the lands to be subdivided shall be provided.
24. A 1" = 200' reduced scale of the plat shall be provided.
25. All common improvements and open spaces shall be noted on the plat as privately maintained.
26. The continued maintenance of common improvements and open spaces shall be provided for in accordance with the requirements of this Code.

All Final Subdivision Plats shall include the following certifications:

1. A Title Certification completed by an attorney licensed in Florida or title company showing the apparent record title to the land described on the plat and any outstanding mortgages on same;
2. A Certificate of Ownership and dedication executed by all persons or companies having a record interest in the land to be subdivided in accordance with the title certification. All mortgagees having a record interest shall either sign the certificate of dedication or submit a separate instrument joining in and ratifying the plat and dedications. No private improvements or open space shall be dedicated to the City;
3. Surveyors Certification;
4. Certification by Surveyor for the City;
5. Certificate of approval of the Board of Commissioners;
6. Certificate of Approval of the Clerk of the Circuit Court;
7. Reservation of easements;
8. Affidavit of No Liens by the owner; and
9. Special Assessment Liens Search by the City Clerk and Collector.