



CITY OF ORMOND BEACH

v3.2013

Planning Department

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FINAL PLAT CHECKLIST

PURPOSE

This form shall serve as a checklist for final subdivision development plan and plat submittal and review by the Site Plan Review Committee (SPRC). The use of this plan review checklist by the applicant helps to ensure compliance with technical provisions of the City's Land Development Code pertaining to preliminary and final plan preparation.

REQUIRED USE

Submit 1 completed and signed original copy of this checklist to the Planning Department with all plan submittals. Except for surveys, information may be indicated on a sheet other than the required sheet, provided that the location is noted on the checklist. This form is also used by check-in personnel to verify that all required materials related to this application have been received. The use of this plan review checklist by the City or applicant does not constitute a waiver of any requirement contained in the City's Land Development Code. Refer to the City's Land Development Code for a complete listing of requirements.

FORMS AND DOCUMENTS

- | Applicant | SPRC | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan Review Committee (SPRC) Application Form and payment. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conditional Use, Special Exception or Planned Development Application Form, and payment, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Proof of Ownership (Warranty Deed, tax bill, Property Assessor printout or Contract Purchase Agreement). |
| <input type="checkbox"/> | <input type="checkbox"/> | Affidavit Authorizing Representation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of Intent. Provide a paragraph statement describing in detail the nature and intended use of the development. |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of SPRC Previous Comments and response, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage Calculation Form. All documents provided to the St. Johns River Water Management District shall be provided concurrently to the City. |
| <input type="checkbox"/> | <input type="checkbox"/> | Tree Mitigation Form. |

GENERAL INFORMATION

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Plan Size - Must be 24" x 36" inches. 1 set is required to be 11" x 17" inches. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Name - Must be shown on each sheet and must be consistent with the application. Name changes shall indicate the current name followed by "formerly known as (previous name)". |
| <input type="checkbox"/> | <input type="checkbox"/> | North Arrow - Must appear on every sheet showing a portion of the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | Scale - Must not be smaller than 1"=50'. Include graphic scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | Date - The date of the plans along with any subsequent revisions must be denoted. |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheet Number - Each sheet must show the particular number of that sheet and the total number of sheets included, as well as clearly labeled match lines to show where other sheets match or adjoin. |
| <input type="checkbox"/> | <input type="checkbox"/> | Professional Seal - Must be indicated on all sheets. All drawings, specifications, plans, reports or documents prepared or issued shall be signed, dated and stamped with a seal. |

SHEET 1 - COVER

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Project Name. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Address. |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity Map - Must be at a scale of not less than 1" = 2,000'. |
| <input type="checkbox"/> | <input type="checkbox"/> | General Soils Map - Soil types and boundaries from the Soil Conservation Service (SCS) maps for Volusia County. |

SHEET 1 - COVER (continued)

Applicant SPRC

- Legal Description and Tax Parcel I. D. Number - Must include Section, Township and Range.
- General Notes.
- Project Manager Information - The owner/developer's assigned point of contact for all correspondence and project coordination. Include name, address, telephone number and fax number.
- Project Engineer Information - Must be a Professional Engineer (P. E.) registered in the State of Florida. Include name, address, telephone number and fax number.
- Other Professionals - Name, address, telephone number and fax number. Signatures and seals shall be required where appropriate.

SHEET 2 - CURRENT SURVEY

- Sheet Key - Provide table which indicates sheet numbers and sheet titles.
- The survey must be signed, dated, sealed and Certified to the City.
- Legal description(s), parcel identification number(s) and zoning classification(s).
- Tract boundaries and total acreage in tract.
- City limit lines, property lines.
- Names and locations of adjoining developments and streets, names of abutting property owners and zoning classifications of abutting properties.
- Right-of-ways, easements, streets and railroads.
- Bridges, buildings, bulkheads, and bulkhead lines and fuel storage tanks.
- Utility transmission lines, including but not limited to water, sanitary sewer and storm sewers.
- Existing Stormwater Management Systems. Location and horizontal limits of all existing drainage structures, culverts, ponds, ditches, swales and pipes within property and adjacent rights-of-way and easements.
- Fire hydrants - Location of nearest fire hydrant.
- Lighting - Indicate location of existing poles and fixtures.
- Existing buildings, structures, signage and pavement - Indicate location of all existing structures, signage and pavement. Include striping and signage of existing parking, loading and circulation areas.
- Existing topography of the site (extending to adjoining properties at least 1 contour) at not more than 1 foot vertical contour interval based on mean sea level data furnished by a professional engineer or surveyor.
- Wooded areas; wetland areas by type including acreage; 100-Year floodplain areas including acreage; watercourses, ponds and others.
- Archaeological features.

SHEET 3 - TREE SURVEY

- Location, size and type of all protected, historic and specimen trees.
- Size and Types - Locate all Hardwoods and Palms 6-inch caliper and greater, all Pine trees 10-inch caliper and greater as measured 4.5 feet above grade; specify tree variety and size.

SHEET 4 - PROPOSED SITE PLAN

- Site Data Table - Must include current zoning and future land use designation; existing use(s); proposed use(s); total acreage in the project and the percentage to be devoted to each use; building lot coverage; existing and proposed building square feet; impervious surface coverage; percentage of total landscape area; required perimeter setback; required perimeter landscape buffer; and area to remain at natural grade.
- State in tabular format the proposed land uses with square footage of floor area to be assigned to each use.
- Residential Uses - If the development includes residential units, a table shall be presented that indicates the number of units by: tenure (i.e., owner occupied or rental) and by structure type (such as single-family, duplex or multiple-family).
- Density and Intensity of Use - Provide in tabular format a calculation of proposed density for all units and for units by structure type if the project accommodates mixed structure types.

FINAL GRADING AND DRAINAGE PLAN

Applicant SPRC

- Show existing and proposed contours at 1-foot intervals.
- Show fill calculations by phase and the entire subdivision.
- Indicate drainage direction by arrows and show elevations for all impervious surfaces.

FINAL LANDSCAPING AND TREE PROTECTION PLAN

- Landscaping plans for all common areas.
- Type, location, and size of any fences, walls and subdivision signs.
- Subdivision sign plan and elevation views including verbiage.
- Specimen tree locations and protection measures.
- Vegetation preservation areas and required buffer areas.
- Street Tree Plan.
- Easements, notes, drawings and construction details shall be provided in accordance with the requirements of the Land Development Code.

NATURAL RESOURCE PROTECTION PLAN

NOTE: If required by District regulations, preliminary plat or planned development approvals.

- Include conservation easements, notes and drawings in accordance with the Wetland Protection Permit, if required, and the Flood Hazard Protection Plan, if applicable.
- Show conservation easement areas subject to fill limitations and minimum road and building elevations in flood hazard areas.

PHASING PLAN

- Show phase boundaries on all drawings and submit statement on how each of the final plans would be free standing with regard to function and functional efficiency.

FINAL POTABLE WATER PLAN

- Show line locations and elevations, sizes, fire hydrants and material specifications.

FINAL REUSE WATER PLAN (if any)

- Show line locations and elevations, sizes, fire hydrants and material specifications.

FINAL SANITARY SEWER PLAN

- Show line locations and elevations, size, material specifications, lift stations, if any, and service laterals.

FINAL STREET LAYOUT PLAN

- Show street locations by type and profile elevations, ownership, maintenance provisions for any plantings in right-of-way, approved street names and construction details.

FINAL STREET LIGHTING PLAN

- Show location and type of fixture and poles.

FINAL STORMWATER MANAGEMENT PLAN

- Show retention/detention areas and stormwater calculations, ownership, access and maintenance, provide drainage facilities on-site and connection to positive outfall system, and material specifications.

SUBDIVISION PLAT

- To be prepared in full compliance with the requirements of Chapter 177 of the Florida Statutes. In addition, each lot located in the 100-Year floodplain shall be identified on the plat and deed.

PLAT DOCUMENT

- Plat Size - Must be 24" x 36" inches.

PLAT DOCUMENT (continued)

Applicant SPRC

- Margins - Each sheet must have a marginal line completely around the sheet placed to leave a 3-inch binding margin on the left and a 1-inch margin on the other 3 sides.
- Title - The "primary name" of the plat must be different from any other recorded plat in the City or County except when the subdivision is further divided as an additional unit or section (F.S. 177.051). The "primary name" must be shown on each sheet included (F.S. 177.091-5). The "primary name" cannot begin with words such as "replat", "the" or "a". If the primary name does not include the word "replat" it may be of a different size and type (F.S. 177.051-1). If replatting all or any portion of a previously recorded plat, it shall be stated as a subtitle under the name of the plat on each sheet included. The subtitle must state the name of the subdivision being replatted and the appropriate recording reference (F.S.177.091-17).
- Section, Township, Range - Must be shown immediately under the name of the plat on each sheet included (F. S. 177.091-10).
- Name of City, County and State - Must be shown immediately under the name of the plat on each sheet included (F.S. 177.091-10).
- Sheet Number - Each sheet must show the particular number of that sheet and the total number of sheets included, as well as clearly labeled matchlines to show where other sheets match or adjoin (F.S. 177.091-3).
- Professional Surveyor and Mapper or Legal Entity Information - The name of the professional surveyor and mapper or legal entity, along with the street and mailing address, must be shown on each sheet included (F.S. 177.091-5).
- Index or Key Map - Must be depicted when more than 1 sheet is required to accurately portray the lands subdivided (F.S. 177.091-3).
- North Arrow - Must appear on every sheet showing any portion of the lands subdivided (F.S. 177.091-6).
- Scale - Must be both stated and graphically illustrated on every sheet showing any portion of the lands subdivided (F.S. 177-091-4). Scale must not exceed more than 1"=150'.
- Font size of information depicted must be a minimum of 1/10 of an inch for recording. Where possible, 1/8 of an inch text height is preferred.
- Description - Must be so complete that without reference to the plat, the starting point and boundary can be determined and must agree with plat (F.S. 177.091-11). Must be the same in the title certification (FS 177.091-11).
- P.O.B. - Must be shown if the description is a metes and bounds. All information called for, such as the point of commencement, course bearings and distances shall also be indicated (F.S. 177.091-14).
- Bearing or Azimuth Reference - Shall be clearly stated on the face of the plat in the notes or legend and must be referenced to some well-established and monumented line (F.S. 177.091-6).
- Adjoining Property - Must be identified by subdivision title, plat book and page, or if unplatted, land shall be so designated (F.S. 177.091-17).
- P.R.M.'S - Must be shown at P.O.B. and at each corner or change in direction on the boundary of the plat and may not be more than 1,400 feet apart (F.S. 177.091-7).
- P.C.P.'S - Must be shown on the centerline of the right-of-way at the intersection and terminus of all streets, at each change of direction and no more than 1,000 feet apart. (F.S. 177-091-8)
- Blocks Lettered or Numbered - Consecutive order (F.S. 177.091-18).
- Angles/Bearings - All necessary must be shown (F.S. 177.091-21).
- Dimensions - Sufficient survey data must be shown to positively describe the bounds of every lot, block, street, easement and all other areas shown on the plat. A witness line showing complete data shall be provided for subdivisions bounded by an irregular line (e.g., water bodies, etc.) (F.S. 177.091-19).
- Line Table - When it is not possible to show line information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies (F.S. 177.091-26).
- Curve Date - Curvilinear lot lines must show the radii, arc distances and central angles. (F.S. 177.091-20) When it is not possible to show curve detail information on the map, tabular data must appear on the sheet to which it applies (F.S. 177.091-26).
- Cul-de-Sac Diameters - All Cul-de-sac diameters must be shown (F.S. 177-091-15).
- Radial lines will be so designated. Direction of non-radial lines must be indicated F.S. 177.091-20).

PLAT DOCUMENT (continued)

Applicant SPRC

- Easements - Location and width of proposed easements and existing easements, identified in the title opinion or certification must be shown on the plat along with their intended use. Where easements are not coincident with property lines, they must be labeled with bearing and distances and tied to the principal lot, tract, or right-of-way (F.S. 177.091-16).
- Easement Note - Where public easements are proposed, the following easement note shall be included on the plat (F.S. 177.091-28).
 "All platted easements, exclusive of private easements granted to or obtained by a particular electric, telephone, gas, or other public utility, shall also be easements for the construction installation, maintenance and operation of cable television services; however, no such construction, installation, maintenance and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas or other public utility."
- Streets and Right-of-Way - Location, widths and names of all street, waterways or other rights-of-way must be shown (F.S.177.091-15). Must be different from any other in the City if not an extension.
- Street Centerline - The centerline of all streets must be shown. Non-curved lines shall be shown with distances together with angles, bearings or azimuths. Curved lines shall be shown with arc distances, central angles and radii, together with chord and cord bearing or azimuths (F.S. 177.091-22).
- Parks - Parks and recreation parcels must be designated as such.
- Floodplain - The 100-Year floodplain and each lot within shall be identified on the plat and deed.
- Excepted Parcels - All interior excepted parcels, included in the description of the lands being subdivided, must be clearly indicated and labeled "Not a part of this plat" (F.S.177.091-24).
- Plat Dedication and Signature Blocks.

REPORTS

- Traffic Impact Analysis
- Soils Report
- Wetland Management Plan
- Sea Turtle Protection Plan
- Environmental Assessment Report
- Hazardous Substance Plan
- Other (specify)

PERMITS

- SJRWMD Environmental Protection Permit (ERP)
- DEH/DEP Water Distribution System Construction Permit
- DEP Sanitary Sewer Distribution System Construction Permit
- County Permit
- Wetlands Protection Permit (City)
- DEP Coastal Construction Setback Permit
- Other (specify)

LEGAL DOCUMENTS

- Unity of Title
- Utility Easement
- Conservation Easement
- HOA Documents

LEGAL DOCUMENTS (continued)

Applicant SPRC

 Title Opinion

 Other (specify)

CERTIFICATION

I hereby certify that I am aware of the application submittal requirements and review process for this application. I hereby authorize City of Ormond Beach Staff to place legal notice on my property and to take pictures pertaining to my request. I am aware of the required pre-application meeting and am aware that if all the submittal requirements are not provided, my application will be continued to the next weekly scheduled Committee meeting.

Signature: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of ____, 20__, by _____, as _____ (title*) for _____ (name of corporation*), who () provided _____ as identification, or () who is personally known to me.

Notary Public, State of Florida
My Commission Expires:

* If you are executing this document on behalf of a corporation please complete the spaces with your title and the name of your company as indicated.

PROFESSIONAL SURVEYOR AND MAPPERS CERTIFICATE

Must bear the printed name and registration number of the professional surveyor and mapper directly below the certificate statement. The printed name, address, and certificate of authorization number of the legal entity, if any, must also be depicted. (F.S. 177.061) Must be signed and sealed. (F.S. 177.061) Wording of Certification for Plat Submittals to the City of Ormond Beach is as follows:

CERTIFICATE OF SURVEYOR

I hereby certify that this is a true and correct representation of the lands surveyed, that the survey was made under my responsible direction and supervision, and that the survey data contained herein complies with all of the requirements of Chapter 177 of the Florida Statutes. I further certify that I have complied with the requirements of Chapter 177.091 (7) regarding "permanent reference monuments," that the land is located within the City of Ormond Beach, Volusia County, Florida, and that I am a professional surveyor and mapper pursuant to Section 177.061 of the Florida Statutes.

Professional Surveyor and Mapper

Printed Name

Printed Name of Legal Entity

Printed Address of Legal Entity

Certificate of Authorization No. (if any)

CERTIFICATE OF APPROVAL BY REVIEWING PROFESSIONAL

Plat must be reviewed for conformity to Chapter 177 by a professional surveyor and mapper either employed by or under contract to the City. Evidence of such review must be placed on the plat. (F.S. 177.081-1) Wording of Certification for Plat Submittals to the City of Ormond Beach is as follows:

CERTIFICATE OF REVIEW

I hereby certify that I am a professional surveyor and mapper, either employed by or under contract with the City of Ormond Beach, Florida, and I have reviewed the survey and plat for conformity to Chapter 177 of the Florida Statutes and I hereby certify that said survey and plat comply with the requirements of Chapter 177 of the Florida Statutes.

Professional Surveyor and Mapper

Printed Name

Printed Address of Legal Entity

Certificate of Authorization No. (if any)