

Final Plat Application



CITY OF OVIEDO
400 Alexandria Boulevard
Oviedo, Florida 32765

Phone: (407) 971-5796

Application No. _____

Date Received _____

Pre-application Meeting Date _____

Submittal Checklist

___ **Electronic Copy of Plat, survey and support documents**

___ **Authority/ Ownership Affidavit.**
 Have the Affidavit notarized by both the owner and applicant (even if same person).

___ **Boundary Survey with the Legal Description and Parcel Identification Numbers.**

___ **Proof of Ownership** (a copy of the print out from property appraiser's website.)

___ **Capacity Letter from Utility Providers**

___ **Codes, Covenants and Restrictions (CC&Rs)**

___ **Application Fee**
\$4,246.00 plus \$13.00 per lot

___ **Tech Fee**
\$250.00

Recording Fees are paid by the Applicant upon application approval

Applicant

If exempt under FS119.071 or FS493.6122 or FS741.3165 or FS741.4651, please fill out Request for Redaction of Exempt Personal Information from Public Records form.

Name: _____

Firm: _____

Address: _____
Street Address City State Zip

Email: _____

Phone: _____ Fax: _____

Property Owner

Name: _____

Firm: _____

Address: _____
Street Address City State Zip

Email: _____

Phone: _____ Fax: _____

Consultant

Name: _____

Firm: _____

Address: _____
Street Address City State Zip

Email: _____

Phone: _____ Fax: _____

Attach a verified statement including the names of each individual having a legal/equitable ownership interest in the subject property. For publicly held corporations, names and addresses of the corporation, principal executive officers and any majority stockholders will be sufficient.

Final Plat Application

Project Information

Project Name: _____

Current Zoning: _____

Project Address and/or Parcel Identification Number(s): _____

Minimum Lot Size: _____

Minimum Lot Frontage: _____

Attach an official, sealed boundary survey with a complete legal description of the subject property to this application.

Pavement Width(s): _____

R.O.W. Width(s): _____

Acreage: _____

Names of Streets: _____

Acreage to be Platted: _____

Number of Lots: _____

Number of Lots to be Platted: _____

Please include the following statement on the plat:

****Use of land within a floodplain or floodway is substantially restricted by the City of Oviedo****

(Please refer to Article XI Land Development Code for more information)

Special Flood Hazard Area Must Be Marked on Plat

PERFORMANCE GUARANTEE A performance guarantee shall be required from an applicant who chooses not to install the minimum required improvements prior to final plat approval (one of the following options):

Cash Deposit

Irrevocable Letter of Credit

Performance and Payment Completion Bond

CODES, COVENANTS AND RESTRICTIONS (CC&Rs)

Any protective deed covenants shall be notarized in a form suitable for recording

UTILITIES

The Applicant shall provide letters from all utility companies stating that all easements are adequate. The letters shall be dated no more than six (6) months prior to the submittal of the Application. Please list all utilities companies serving the development.

1) Electric

2) Telephone

3) Cable

4) Gas

TITLE CERTIFICATE

A certificate of ownership, signed by a licensed attorney at law or an abstract company, in a form approved by the City Attorney and, at a minimum, demonstrating:

1. That the parties executing the plat are owners of the land embraced by the plat.
2. All mortgages, liens, or other encumbrances.
3. That all City taxes and assessments are paid to date.
4. Description of the plat is correct.
5. That no conflicting rights-of-way, easements or plats exist.

CERTIFICATION

I hereby certify that , to the best of my knowledge and belief, all information supplied with this application is true and complete, and that I am
 () the Property Owner of Record fir the subject property described herein.
 () the Authorized Agent of the Property Owner of Record for the subject property described herein (notarized letter of authorization attached).

Signature

Date

Name and Title (printed or typed)

Final Plat Application

Application Instructions

The instructions are intended to provide you with the information necessary for completing an application for a Final Plat. The information requested to be part of your application represents the minimum requirements for submittal.

A project Planner will be assigned to your application to work with you throughout the application process. The project Planner will provide you information on the public meeting when your application will be considered. Our objective is to make the process as clear and understandable as possible for you. Please refer to City of Oviedo Land Development Code Article III Section 3.6(B)(3) for more detailed information.

Sufficiency Review

The Applicant is required to complete all parts of this application properly and completely in order for the Staff to begin processing the application. If the Staff determines within 2 business days that the application is not sufficient, you will be notified by email and the application will not be reviewed for compliance. Once the application is sufficient, staff will notify you by email and the application will move into Compliance Review.

Compliance Review

The project Planner assigned to the application, City staff from other departments, City Surveyor and City Attorney will review the completed application for compliance with the Land Development Code within the following review days (calendar days):

1st Compliance Review-	28 days
2nd Compliance Review-	21 days
3rd Compliance Review-	14 days (The Applicant shall pay 50% of Application fee)

If the application is compliant, the project Planner will schedule the application for City Council consideration. One (1) mylar copy of the plat will also be required at the final stage of review. (The sheet size of the mylar should be 20" x 24" or a size acceptable for the recording office.)

Board Consideration

Applications proceed to City Council public meeting for consideration.

The final approved plat shall be recorded in Seminole County at the applicant's expense. One mylar copy shall be provided to the City at the applicant's expense.