



**MINOR SUBDIVISION  
APPLICATION**

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

1. Applicant's Name: \_\_\_\_\_

Company's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Property Owner's Name(s): \_\_\_\_\_

Company's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Engineer's Name: \_\_\_\_\_

Company's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. Surveyor's Name: \_\_\_\_\_

Company's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

- 5. Size of Property (Acres): \_\_\_\_\_
- 6. Total Units/Lots: \_\_\_\_\_
- 7. Zoning District: \_\_\_\_\_
- 8. Future Land Use: \_\_\_\_\_
- 9. List Existing Structures: \_\_\_\_\_
- 10. Provide Explanation/Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION AND SIGNATURE**

I CERTIFY THAT, to the best of my knowledge and belief, all information supplied with this application is accurate and I have examined and am familiar with the Land Development Code of the City of Mount Dora, Florida and Chapter 177 of the Florida Statutes and have complied with the requirements of said regulations and statute. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

\_\_\_\_\_  
**Owner/Applicant Signature**

\_\_\_\_\_  
**Date**

## **SUBMITTAL REQUIREMENT CHECKLIST**

**Collate submittal requirements into two (2) individual packages (includes one original package). Also, provide electronic copies (PDF) of the application and all supporting documents listed below (copied to a CD). [Incomplete submittals will not be accepted]**

The following items are required when applying for Minor Subdivision:

- Application Fee of **\$1,000.00**  
**Note:** Additional costs incurred by the City engineer, City attorney, or outside consultants shall be billed directly to the applicant.
- Completed Application.
- If applicant is other than the owner, include notarized letter from the owner(s) of record, authorizing the applicant to act in his behalf shall be required.
- Legal Description of the property.
- Location Map.
- Final Plat, signed and sealed by the surveyor. Other plat signatures not required at time of initial plat submittal. Note: The signed Mylar plat sets to be submitted once the City reviews/approved this request (see Section 4.2.4 LDC - Recording of Final Plat).
- Boundary survey attached (same paper size as the plan set). Provide one survey signed and sealed with the original packet.
- If required, Construction Plan (i.e. utility plan, etc) signed and sealed.
- Electronic version emailed (or CD) of the full application submittal (Construction Plan, Final Plat, survey, all reports, and other drawings) in PDF format.
- One (1) reduced copy 11” x 17” (suitable for scanning or photocopying) of the Plan/Plat.

### **4.2.4 Required Submittals**

#### **SUBMITTALS**

1. Purpose: The purpose of the final plat is to ensure the preparation, completion and recording of a plat and its accompanying legal documentation and the review and approval of final technical submittals and engineering drawings.
2. Initiation Point and Deadline: All submittals must be presented to the Development Review Coordinator by the first Monday of any given month.
3. Submittals and Fees: All submittals shall be required by Section 4.3.4 plus fees shall be paid at the time of submittal.
4. Review Process: All plats shall be subject to a standard review process as outlined below:
  - a. All submittals are received by the Development Review Coordinator, compiled and distributed to the appropriate members of the Development Review Committee.

- b. Members of the Development Review Committee shall reply by memorandum to the Development Review Coordinator concerning any comments they have regarding the plat by the last Wednesday of the month. If significant problems exist, as determined by the Development Review Coordinator, with the plat or property to be subdivided, the applicant may be required to meet with the Development Review Committee to discuss those problems and proposed solutions.
- c. If plat does not meet all requirements, the applicant shall, within sixty (60) days, submit a revised plat, without fee, for review by the Development Review Committee. Any revisions after the first revision will require an additional final plat fee and will be subject to the same sixty (60) day deadline. Deadlines may be extended by the Development Review Coordinator upon receipt of written request prior to the expiration date.
- d. If the plat complies with all requirements, it shall be presented to the City Council at their next regularly scheduled meeting for review
- e. If the applicant is not present for the submission to Council under paragraph 4.2.4.4.f, the Development Review Coordinator shall notify the applicant in writing of the decision of the City Council.

#### **4.2.4 Recording of the Plat**

##### **PLAT RECORDING**

The linen, or equivalent material copy, of the approved final plat will be retained by the City for the purpose of recording with the Clerk of the Circuit Court of Lake County after approval by the Mayor. All fees and documents required by the clerk for filing and recording of the approved final plat shall be transmitted through the Development Review Coordinator to the County Clerk when final approval is received.

No plat of lands in Mount Dora subject to this Code shall be recorded, whether as an independent instrument or by attachment to another instrument entitled to record unless and until such plat has been approved by the City Council.

Plat Recording (submit Mylar and plat documents once the Plat has been approved by City):

- Original Signed Mylar Plat.
- Three signed plat copies either Vellum or Mylar.
- Consent to Subdivision document(s), when required.

#### **4.3.4 Required Submittals for Plat**

The required submittals, meeting the legal requirements of platting of the final plat shall consist of a fully executed correct plat map, meeting all State and County standards, final engineering drawings and auxiliary submittals, and all required legal instruments.

1. General: The final plat shall be drawn with black ink on linen tracing cloth or equally durable material, using sheets twenty-four (24) inches by thirty-six (36) inches. Each sheet shall have a marginal line completely around the sheet placed to leave three-inch binding margin on the left and one-inch margin on the other three (3) sides. Final plats shall meet all the requirements of Chapter 177, Florida Statutes, and shall be so certified by the land surveyor. The final plat shall be at a scale of not more than one hundred (100) feet to the inch. All dimensions shall be to the nearest one-hundredth of a foot and angles to the nearest second of a degree.

2. Plat Requirements: The Final Plat shall constitute only that portion of the approved Preliminary Plat which the applicant proposes to record and develop at the time; provided, however, that such portion conforms to all requirements of these regulations. The total number of review plat sets shall be prescribed by the City. Final Plat showing the following information shall be provided:
- \_\_\_\_\_ a. Title block to include the name of subdivision, the appropriate section, township and range, and the "City of Mount Dora, Lake County, Florida."
  - \_\_\_\_\_ b. The legal description of the area contained within the plat with bearings and distances and with references to a subdivision corner tie.
  - \_\_\_\_\_ c. A vicinity map, at scale, showing the proposed subdivision in relation to the surrounding streets.
  - \_\_\_\_\_ d. The location of all permanent reference markers (PRM's) in conformance with state statutes. PRM's shall be placed no more than eight hundred (800) feet apart within the platted lands and on the exterior boundaries thereof so as to provide definite reference points. PRM's shall be set at all points of curvature, point of reverse curvature, points of tangency, and each corner or change in direction. The monuments shall be four (4) inches by four (4) inches reinforced concrete, twenty-four (24) inches long, and have the reference point marked thereon. All monuments shall have their location indicated on the plat and referenced by angle and distances. The monuments shall be marked "Permanent Reference Monuments" or "PRM." A signed and sealed letter by the platting surveyor stating that all PRM's have been set must be received prior to recording of the plat.
  - \_\_\_\_\_ e. A legend which defines all symbols, shows stated and graphic scale, and displays north arrow.
  - \_\_\_\_\_ f. Sufficient data to determine readily, and to reproduce on the ground, the location, bearing and length of each street right-of-way line, boundary line, block line and building line, whether curved or straight, adequately correlated with monuments and markers.
  - \_\_\_\_\_ g. The right-of-way lines, widths and names of all streets and roads.
  - \_\_\_\_\_ h. The radius, central angle and acres of all curved streets and curved property lines.
  - \_\_\_\_\_ i. Lot line dimensions and lot and block numbers.
  - \_\_\_\_\_ j. Proposed building setback lines from side, front and back lot lines.
  - \_\_\_\_\_ k. Location and width of canals and waterways.
  - \_\_\_\_\_ l. Dedications, reservations and easements, showing widths and purpose, shall be delineated on the face of the plat and shall not be incorporated by reference.
  - \_\_\_\_\_ m. The names, locations, and plat book and page numbers of abutting subdivisions and streets, and the location of abutting subdivisions.
  - \_\_\_\_\_ n. Certificates, as required by Florida Statutes, of owners showing dedications; of surveyor confirming correctness, of Planning and Zoning Commission approval; of City Council approval; and for Clerk of Circuit Court recording. Signatures of owners must be in conformance with Section 692.01, Section 689.01, Section 695.25 and Section 695.26, Florida Statutes, as applicable.
  - \_\_\_\_\_ o. A certificate of consent and approval by mortgagee on the plat or as a separate instrument.
  - \_\_\_\_\_ p. A minimum of two horizontal control points on the boundary of the plat with State Plan Coordinates (Florida East Zone) shown on the plat for each point established. The acceptable methods for establishing these control points shall be as follows:
    - 1. Direct Global Positioning System (GPS) observation, in accordance with Third Order, Class II requirements as set forth in Standards and Specifications for Geodetic Control Networks Federal Geodetic Control Committee, September 1984. A certification by the surveyor and mapper in charge of the establishment of these points will be required as part of the submittal of the final plat.

2. Self-closing (looped) traverse(s), constructed between two existing control stations of the Lake County Geodetic Control Network and the plat boundary, with a minimum precision of no less than one part in 12,000 before adjustment.
  3. Self-closing (looped) traverse(s), conducted between one existing horizontal control station of the Lake County Geodetic Control Network, the plat boundary, and a line whose azimuth has been determined by astronomic observation or GPS, with a minimum precision of no less than one part in 12,000 before adjustment. Astronomic or GPS observations shall be performed in accordance with Third Order, Class II requirements set forth in Standards and Specifications for Geodetic Control Networks, Federal Geodetic Control Committee, and September 1984.
  4. Horizontal control stations that are used shall be shown on the plat by graphically identifying their location, name and number. The final adjusted direct tie (bearing and distance) shall be shown between those horizontal control stations and specific points on the plat boundary. If only one horizontal control station was located as in subsection c. above, a bearing diagram shall be shown on the plat relating the bearing structure shown on the plat to grid north.
3. Additional Required Legal Submittals. The approval of the final plat shall be made only pursuant to certification of adequacy of the following list of required submittals by the Public Services Director and City Attorney as appropriate.
- a. Covenants: Any protective deed covenants to be placed on the property shall be notarized and in a form suitable for recording.
  - b. Title Certificate: Any protective deed covenants to be placed on the property shall be notarized and in a form suitable for recording:
    1. Parties executing plat are owners of land embraced by the plat.
    2. All mortgages, liens or other encumbrances.
    3. That all taxed and assessments are paid to date.
    4. Description of plat is correct.
    5. No conflicting rights-of-way, easements or plat exist.
  - c. Bill of Sale: Indicating transfer of public improvements, utilities and easement to the City as well as the value of the improvements and easements.
4. Design and Drafting Methods Use in Preparation of Subdivision Plat. Computer aided design and drafting (CADD) methods shall be used in the preparation of the subdivision plat and a copy of the associated electronic data file shall be provided to the City. Any graphics file in electronic format shall be in PDF format. Graphics files shall use the same bearing structure and coordinate system as the Lake County Geodetic Control Network and the Horizontal Control Station used to satisfy subsection 4.3.4.5.p of this part. This provision shall be effective July 1, 2004. Subdivisions of less than 20 lots shall be exempt from the subsection 4.3.4.5.p.

09/2018