



## Fulfillment of Requirements and Final Plat Approval

Per Calhoun County Land Development Regulations 3.16.06 & 3.16.07 the following is a checklist for Blocks and Lots & Fulfillment of Requirements and Final Plat Approval

**Subdivision Name:** \_\_\_\_\_

**Receipt for Third Party Review Received:** \_\_\_\_\_

### 3.16.06 (1.0 - 1.3) General Principles of Subdivision Design

	(1.1) All lands included within the subdivision shall be suitable for the various purposes proposed in the request for subdivision approval. Further, no subdivision plan shall be approved unless the Board finds, after full consideration of all pertinent data, that the subdivision can be served adequately with such normal public facilities and services as are suitable in the circumstances of the particular case.
	(1.2) Proposed subdivisions subject to these Regulations must conform to the goals, objectives, and policies as stated in the Comprehensive Plan.
	(1.3) Access to every subdivision shall be provided over a public road.

### 3.16.06 (2.0 - 2.3) Land Use

	(2.1) In the design of subdivisions due regard shall be shown for all natural features and community assets which, if preserved, will add attractiveness and value to the property and County. Special consideration shall be given in the subdivision design to the preservation of tree cover, large species trees, natural drainageways, floodplains, wetlands, and the natural topography and landscape.
	(2.2) A subdivision plan shall not be approved unless all land intended for use as building sites can be used safely for building purposes, without the danger of flooding and adverse soil conditions affecting structural stability and human health, safety, and welfare. Lots shall not be platted within the hundred year floodplain unless the subdivider provides evidence that a suitable portion of the lot for building purposes and septic tank placement is above the line of the hundred year floodplain, or, if a central sewage system is proposed as part of the development, that a suitably floodproofed dwelling may be erected on a site within the lot. The subdivider shall present evidence of design measures to minimize the adverse effects of development on the quality and quantity of the natural hydrological system in those portions of any subdivision affecting lakes, ponds, swamps, water courses, wetlands, or the subsurface aquifer. The County shall not accept any dedicated public improvements for ownership or maintenance in areas where the soil limitation is rated as severe or very severe unless the developer presents evidence of planned compensating structural improvements adequate to accommodate the proposed use.
	(2.3a) If the subdivider's development plan is based on an eventual reliance upon individual wells and waste water disposal systems, such as septic tanks, which will be provided by the purchaser of each

	lot, each lot shall be platted as a minimum of one-half acre in size for single family dwellings or at a net residential density no greater than 2.0 units per acre for multifamily dwellings.
	(2.3b) If the subdivider agrees to provide a community water system to serve all of the lots to be platted and further proposes a reliance upon individual waste water disposal systems, such as septic tanks, which will be provided by the purchaser of each lot, each lot shall be platted as a minimum of one-fourth acres in size for single family dwellings or at a net residential density no greater than 4.0 units per acre for multifamily dwellings.
	(2.3c) If the subdivider agrees to provide a community water system and a central sewage system to serve all lots to be platted, and paved roads throughout the subdivision, each lot shall be platted as a minimum of one-sixth acre in size for single family dwellings or at a net residential density no greater than 12.0 units per acre for multifamily dwellings. Any subdivision planned under this subsection for any net residential density in excess of 6.0 units per acre shall make additional allowance for an open space dedication of 5 percent for purposes of a public park to serve that subdivision's residents.
	(2.3d) If the County should adopt a zoning code applicable to any area under consideration for subdivision, and that zoning code contains standards differing from the provisions of this section, then the more stringent shall prevail as operative in that case.

### 3.16.06 (3.0 - 3.5) Blocks and Lots

	(3.1) The length, width, and shape of blocks shall be designed with due regard to maximizing the use of existing natural drainage systems, and providing of adequate building sites suitable to the special needs of the type of use contemplated.
	(3.2) Blocks shall not be longer than 1800 feet in length, nor less than 400 feet in length. They shall be wide enough to provide for two tiers of lots, save where abutting upon arterial roads, or where other situations make this requirement impractical. Blocks in excess of 1200 feet in length shall provide a cross walk as near to the midpoint of the block as practicable. Such a crosswalk shall be no less than ten feet in width and shall be cleared and built up as necessary for the convenient traverse of pedestrians.
	(3.3) Subdivision access to arterial roads shall be limited to collector roads, and the subdivider shall design his road plan accordingly so as to eliminate the direct access of local roads or abutting lots.
	(3.4) Double frontage lots shall not be permitted save where necessary to provide separation of residential development from certain major collector roads and arterial roads or to overcome specific disadvantages of topography and orientation. A planting screen easement of at least ten feet across which there shall be no right of access shall be provided for such lots.
	(3.5) Lots shall be of a design and size that will accommodate a minimum building setback of 35 feet from the edge of the right-of-way, 10 feet from one side property line, 15 feet from one side property line, and 10 feet from the rear property line, save that corner lots shall have a minimum setback of 35 feet from the edge of the right-of-way of each road. Any lot designated for commercial or industrial use shall allow for a minimum building setback of 60 feet from the right-of-way of any adjoining road.

### 3.16.06 (4.0 - 4.7) Road System

**3.160.06 (5.0 - 5.4) Potable Water, Waste Water Treatment, and Storm Water Management**

**3.16.06 (6.0) Easements** The use of all easements shall be clearly shown on the plan and shall conform to the following:

	(6.1) Where necessary, easements will be centered on rear or side lot lines. Rear lot easements shall have a minimum width of fifteen feet and side lot easements shall have a minimum width of ten feet except that minimum total width of fifteen feet must be provided where necessary for storm or sanitary sewers.
	(6.2) Where a subdivision is traversed by or abuts a water course, drainageway, channel, or stream, there shall be provided a stormwater easement or drainage right-of-way conforming substantially with the lines of such water course, and such further width, but not less than fifteen feet along each side of the water course, as necessary for maintenance or construction.
	(6.3) The County will maintain only those easements, right-of-way, and public sites which it accepts for maintenance.

**3.16.06 (7.0) Monuments**

**3.16.06 (8.0) Commercial and Industrial Facilities**

**3.16.06 (9.0) Phased Developments**

## Final Approval

	3.17.06 (3.1) After completion of the physical development of the subdivision or the posting of a performance bond guaranteeing the eventual completion of the required public improvements, the applicant may file for final plat approval by submitting a letter officially requesting review and approval of the final plat, four copies of the final plat including an original from which additional copies may be made, and a filing fee of \$25 plus \$2 for each lot within the subdivision.
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	3.17.06 (3.2) The final plat shall be drawn with black drawing ink on mylar or vellum using sheets measuring 24 by 36 inches. The scale shall be 100 feet to the inch; if the complete plat cannot be shown on one sheet of this size, it may be shown on more than one sheet with an index map at a reduced scale. Final plats shall meet all the requirements of Chapter 177 of the Florida Statutes and shall be so certified by the registered surveyor.
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**Information to be included on the final plat includes:**

	3.17.06 (3.3a) A title block to include the name of the subdivision, the appropriate legal description with reference to a subdivision corner tie, and the words "Calhoun County, Florida."
	3.17.06 (3.3b) The name and address of the owner of record and the subdivider, and the name and the registration number of the surveyor or engineer.
	3.17.06 (3.3c) A vicinity map, at scale, showing the proposed subdivision in relation to the surrounding streets.
	3.17.06 (3.3d) The location of all Permanent Reference Markers (PRM's) and Permanent Control Points (PCP's) in conformity with Chapter 177 of the Florida Statutes.
	3.17.06 (3.3e) A legend which defines all symbols, shows a stated and graphic scale, and displays a north arrow.
	3.17.06(3.3f) Names of owners of record of adjoining land with their appropriate acreages. If the adjoining land is a recorded subdivisions, a reference to the plat book and page number shall be included.
	3.17.06 (3.3g) Sufficient data to determine readily and to locate on the ground the location, bearing, and length of each road right-of-way, boundary line, block line, lot line, easement, or other public right-of-way, whether curved or straight, adequately correlated with monuments and markers.
	3.17.06 (3.3h) The right-of-way lines, widths, and names of all roads. Where roads are curved, information shall be given concerning the radius, central angle, and arc of all such curves.
	3.17.06 (3.3i) Lot lines and block and lot numbers.
	3.17.06 (3.3j) Dedications and easements, showing widths and purpose, shall be delineated on the face of the plat and shall not be incorporated by reference.
	3.17.06 (3.3k) Areas not proposed for residential or public use shall be identified and delineated to the extent possible.
	3.17.06 (3.3l) Location of all bodies of water and the extent of the hundred year flood plain.
	3.17.06 (3.3m) The exact boundary lines of the tract as determined by a field survey, giving distances to the nearest one-tenth of a foot and angles to the nearest minute, shall be balanced and closed with an apparent error of closure not to exceed one in five thousand. Lot lines shall be shown to a similar standard.

Certificates as required by Chapter 177 of the Florida Statutes, including but not limited to:

- i) Registered surveyor certifying the accuracy of the survey and plat;
- ii) Owner certifying dedications;
- iii) Health Department certifying its approval;
- iv) Disclaimers as may be required by Article VI-5.3 of these regulations;
- v) Planning Commission certifying its approval;
- vi) Board certifying its approval;
- vii) Clerk of the County Court certifying the recording of the plat.

Signatures required on plat:

	Notices (required by Florida Statue)
	Certificate of Approval by Environmental Health Director
	Certificate of Clerk
	Tax Collector Statement pursuant to Florida Statue 197.192
	Certificate of County Surveyor
	Planning Commission
	Surveyor Certification
	Board of County Commissioners Signatures (ALL 5)
	Title Opinion pursuant to Florida Statue 177.041 (2)
	Dedication
	Acknowledgement State of County of Calhoun

Signatures on plat if applicable:

	Note or Additional Notes
	Disclaimers
	Surveyor's Notes

**Additional Notes to Applicant**

**3.17.06 3.4** Additionally the applicant shall submit such other plans or documents as may be required by the Planning Commission to help them evaluate the performance of the applicant.

**3.17.06 3.5** All submissions with regard to final plat approval shall be made no later than 14 days before the regularly scheduled meeting of the Planning Commission.

**3.17.06 3.6** The Planning Commission shall consider the written and oral remarks of any members of the general public in their deliberations concerning a recommendation of final plat approval.

**3.17.06 3.7** The Planning Commission shall make a written recommendation of approval or disapproval to the Board no later than four days prior to the next regularly scheduled meeting of the Board. The Board's decision shall be binding. If it approves the final plat, it shall attach its certification to the face of the plat and release it for recording. If it denies approval, it shall specifically spell out in writing the conditions which must be met by the subdivider before it will reconsider the matter. Such reconsideration shall constitute a separate filing for final plat approval.

**3.17.06 4.1** Upon the approval of a final plat by the Board, the owner or owner's agent shall have the final plat recorded in the office of the Clerk of the County Court whose certification shall be the final act before lots within the subdivision may be sold.

**3.17.06 4.2** Upon recording the plat the owner is authorized to sell, lease, offer to sell, or otherwise transfer ownership of land within the subdivision by reference to a duly recorded plat.

**3.17.06 5.0 Performance Bond in Lieu of Completion of Improvements** In lieu of completion of all required public improvements prior to submission of the final plat, the subdivider may post a performance bond with the County. Such a bond shall be available to the County and in an amount sufficient, as determined by a civil engineer engaged by the Board for the purpose of such determination, to insure the completion of the required improvements. When the work has been completed satisfactorily as determined by the County's inspectors, the Board shall release ninety percent of the bond fund with a letter of approval to the subdivider. The remaining ten percent shall remain in escrow for maintenance purposes. The maintenance period shall begin immediately following final inspection approval by the County's engineer and shall last one year from the date. The final ten percent of the bond fund in escrow shall be released to the subdivider upon final inspection by the County's engineer.

**3.17.06 6.0 Completion of Improvements**

**3.17.06 6.1** If the required public improvements have been completed prior to the approval of the final plat, the Planning Commission or its designated representative shall arrange for final inspection and a recommendation to the Board concerning acceptance of dedications.

**3.17.06 6.2** If the required public improvements are not completed at the time of final plat approval, but are subject to a performance bond, then the final inspection shall occur at such time as the subdivider has completed their obligations with regard to public improvements.

**3.17.06 6.3** At whatever time the final inspection before acceptance of dedications occurs, the subdivider remains responsible for maintenance of all facilities and public improvements for a period of one year. Prior to the release of the maintenance bond at the end of that one year period, the subdivider shall be responsible for correcting any maintenance problems, failed facilities, or any other shortcomings which may have manifested themselves during the maintenance period.