



## CITY OF NORTH PORT

Development Services  
Planning Division  
4970 City Hall Boulevard  
North Port, FL 34286-4100  
[www.northportfl.gov](http://www.northportfl.gov)  
Phone (941) 429-7156

DATE RECEIVED – DATE STAMP

### Subdivision Packet

The following items are to be included in the submission:

- Subdivision Application
- Affidavit(s)
- Subdivision Checklist
- Subdivision Fee Sheet

**\*Note\***

Please be advised that each application is considered a separate petition and will be reviewed as such. Packets will not be processed if incomplete or missing requested information.

If there is more than one property owner of the subject property, all owners must complete an affidavit.

DATE RECEIVED – DATE STAMP



**City of North Port**  
**Neighborhood Development Services**  
4970 City Hall Boulevard, North Port, FL 34286  
Phone: (941) 429-7156 Fax: (941) 429-7164  
Web [www.northportfl.gov](http://www.northportfl.gov)

## SUBDIVISION CONSTRUCTION PLANS APPLICATION

**Upon making any application to the City for any reason, the applicant agrees to comply with all the requirements of the Unified Land Development Code and further agrees to allow authorized city staff and personnel to enter and inspect the property during normal business hours**

---

**Project Name:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Corporation/LLC (If Applicable):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

---

**Property Owner:** \_\_\_\_\_

*(if different than applicant)*

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

---

**Architect/Engineer: (If Applicable)** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_



Has this property undergone previous City development review and approval? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, what type of application (DMP, MAS, SCP, INF, etc) \_\_\_\_\_

If yes, when? (Month/Day/Year) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Has this property received variance, waiver, or special exception approval? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please describe (attach extra sheets if necessary): \_\_\_\_\_

Provide the following information for the proposed development: (Answer all that apply)

Total Acres		Dwelling Units per Acre	
Total Wetland Acres		Percentage of Acres devoted to Storm Water	
Total Acres devoted to Recreational/Open Space		Percentage of Acres devoted to Open Space	
Percentage of Lot Covered by Building		Floor Area Ratio	
Total Commercial Acres		Total Building Square Footage of Commercial Use	
Total Residential Acres		Total Number of Residential Units	
Total Government Acres		Total Building Square Footage of Government Use	
Total Industrial Acres		Total Building Square Footage of Industrial Use	

**FIRE & RESCUE:** Nearest Fire Hydrant: \_\_\_\_\_ (feet)

**TRANSPORTATION:**

List the Roadways immediately serving the site: \_\_\_\_\_

**Nearest:**

Traffic Control Light: \_\_\_\_\_ (feet) Stop Sign: \_\_\_\_\_ (feet)

Sarasota County Area Transit Stop: \_\_\_\_\_ (miles)

**UTILITIES:**

**How will Potable Water service be provided?** Please contact North Port Utilities (941) 240-8000.

- \_\_\_\_\_ Private Well (Submit a letter or application from the Sarasota County Department of Health.)
- \_\_\_\_\_ North Port Utilities (Please provide a letter from the service provider stating that the proposed development is within their service area and that they have adequate capacity to serve the proposed development.)

**How will Sanitary Sewer service be provided?** Please contact North Port Utilities (941) 240-8000.

- \_\_\_\_\_ Private Septic System (If the property is located within the Conservation Restricted Overlay Zone, a class 1 aerobic water treatment system is required for single family home sites. Submit a letter or application to the Sarasota County Department of Health.)
- \_\_\_\_\_ North Port Utilities (Please provide a letter from the service provider stating that the proposed development is within their service area and that they have adequate capacity to serve the proposed development.)

**STORMWATER:** Please contact the City Stormwater Manager, Elizabeth Wong at (941) 240-8321.  
(Flood Information can be found at <http://www.northportfl.gov> Search: Flood Update)

**Is the application site in a FEMA Hazardous Flood Zone?** No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, what zone? \_\_\_\_\_

**Is the application site in the Conservation Restricted Zone?** No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, what zone? \_\_\_\_\_

**Is the application site in the Big Slough Watershed Flood Zone?** No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, what is the 100-year 1-day flood elevation? \_\_\_\_\_ ft. NGVD

**Does the application site contain wetlands?** No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, how many existing wetland acres: \_\_\_\_\_

**Has the Departmental of Environmental Protection been notified of wetlands?** No \_\_\_\_\_ Yes \_\_\_\_\_

**Is the property located in the Myakka River Protection Zone?** No \_\_\_\_\_ Yes \_\_\_\_\_

**Is the property adjacent to the Myakka River jurisdictional wetlands?** No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, please provide acreage and map of the area and schedule a meeting with City Stormwater Manager.

**ENVIRONMENTAL:**

**Are there any known Historical or Archaeological sites on the property?** No \_\_\_\_\_ Yes \_\_\_\_\_  
(If unsure, please contact Sarasota County – Division of Historical Resources (941) 316-1115.)

Please describe: \_\_\_\_\_

**Has an Environmental Assessment Report/Review been prepared for this property?** No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, Date survey was conducted: \_\_\_\_\_

Does the property contain gopher tortoise burrows, scrub jay habitat, or any plant or animal species listed as "rare", "threatened", "endangered", or "species of special concern" by State and /or Federal agencies? If yes, the applicant will be required to produce documents on how listed species or habitats will be protected or managed at the Site Development stage. No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please indicate which species: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SCHOOL CONCURRENCY:**

**All projects with a residential component shall be approved by the Sarasota County School Board prior to Development Order issuance. If Applicable, a copy of the School Concurrency receipt from the Sarasota County School Board may be included with the application.**

Is there a residential component to this project? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, complete the information below and note the concurrency requirements.

How many multi-family dwelling units are projected? \_\_\_\_\_

What is the projected construction start date? \_\_\_\_\_

What is the projected build-out date? \_\_\_\_\_

Will the project be phased? No \_\_\_\_\_ Yes \_\_\_\_\_

Multi-family or monthly rent: (please provide projected rent) \_\_\_\_\_

Are there any deed restrictions or resident eligibility restrictions (e.g., adult community, work force housing)?

No: \_\_\_\_\_ Yes: \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

**PLEASE CONTACT SARASOTA COUNTY SCHOOL BOARD REGARDING SCHOOL CONCURRENCY REQUIREMENTS At (941) 927-9000 extension 69052. A letter of receipt must be included as part of the development review package submittal.**

**A School Concurrency Determination from the Sarasota County School Board is required at the time of final plans approval. A development order will not be issued until concurrency approved by the Sarasota County School Board.**

---

All information provided on this application is true and correct to the best of my knowledge.

---

Signature of Applicant

---

Date

---

Print Applicant Name



**City of North Port**

**Neighborhood Development Services**

4970 City Hall Boulevard, North Port, FL 34286

Phone: (941) 429-7156 Fax: (941) 429-7164

Web [www.northportfl.gov](http://www.northportfl.gov)

Name of Applicant: \_\_\_\_\_

Name of Corporation/LLC (If Applicable):

\_\_\_\_\_

Phone: \_\_\_\_\_

FAX No: \_\_\_\_\_

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

Property Location Street Address: \_\_\_\_\_

\_\_\_\_\_

**Property Description**

Parcel I.D. No. (s) (Additional PID's should be listed on an attached sheet) Look for attached sheet

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Subdivision Calculation**

Function	Fees	
10 acres or less	\$5,660	
Over 10 acres and Under 30 acres	\$7,700	
Over 30 acres	\$10,140	
<b>Total:</b>		

-All fees should be made payable to the City of North Port. Fees must be paid prior to the processing of the submittal.

**Please contact Planning Staff if you have any questions, 941.429.7156**

# AFFIDAVIT

I (the undersigned), \_\_\_\_\_ being first duly sworn, depose and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner of the property described and which is the subject matter of the proposed application; that all answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application are honest and accurate to the best of my knowledge and belief. I understand this application must be complete and accurate before the application can be processed or hearing can be advertised, and that I am authorized to sign the application by the owner or owners. I authorize City of North Port staff and agents to visit the site as necessary for proper review of this application. *If there are any special conditions such as locked gates, restricted hours, guard dogs, etc., please provide the name and telephone number of the individual who can allow access.*

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,

\_\_\_\_\_  
Signature of Applicant or Authorized Agent

\_\_\_\_\_  
Print Name and Title

**STATE OF** \_\_\_\_\_,

**COUNTY OF** \_\_\_\_\_

The foregoing instrument was acknowledged by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

(Place Notary Seal Below)

\_\_\_\_\_  
Signature - Notary Public

---

## AFFIDAVIT AUTHORIZATION FOR AGENT/APPLICANT

I, \_\_\_\_\_, property owner, hereby authorize \_\_\_\_\_ to act as Agent on our behalf to apply for this application on the property described as (legal description) \_\_\_\_\_

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**STATE OF** \_\_\_\_\_,

**COUNTY OF** \_\_\_\_\_

The foregoing instrument was acknowledged by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

(Place Notary Seal Below)

\_\_\_\_\_  
Signature - Notary Public



## Checklist of Required Submittal Items:

### SUBDIVISION SCP

### SECTION 37-6

**Please include the following in digital form sent to [developmentpetitions@northportfl.gov](mailto:developmentpetitions@northportfl.gov):**

In addition to what may be shown on the Development Master Plan for a project, subdivision plans are to show the placement of sidewalks, wheel stops, bike racks, bike paths/lanes, benches, water fountains, trash receptacles, public art, bus shelters, cart racks, electrical car outlets, and park equipment, when used, as well as other requirements listed in this section and will be reviewed separately of any other plan submission. All subdivision plans shall be consistent with previously approved Development Master Plans but shall be reviewed in greater detail. **(Section 37-6 C)**

**Item 1: Application (Section 37-6 A.1, B.2, and B.7)**

Application form Provided by the City. The name of the attorney preparing any legal documents. The Property's legal description. The zoning classifications and future land use designation for the subject property, as well as for all abutting property.

**Item 2: Ownership Documentation (Section 37-6 A.2 and A.3)**

- (a) Title Assurance or Current Deed, in the form of either a title certification by an attorney or a title insurance policy will be required. This title will match the Topographical Survey of **Item 8**.
- (b) Letter of Authorization, a notarized letter signed by all owners of the property authorizing the applicant to submit and be responsible for the application, if applicant is not the owner.
- (c) Ownership and Unified Control, a notarized statement of ownership or unified control of the entire subdivision.
- (d) Articles of Corporation/Organization, a set of formal documents filed with a government body to legally document the creation of a corporation. If Corporation or LLC is applicable it is necessary for the City to be aware of such business ties. Articles of incorporation must contain pertinent information such as the firm's name, street address, agent for service of process, and the amount and type of stock to be issued.

**Item 3: Project Narrative (Section 37-6 A.4)**

Provide a brief explanation of the project in plain language. Describe the development and its operating characteristics (hours of operation, deliveries, parking, sign locations and sign types, etc.).

**Item 4: School Concurrency (Section 37-6 A.5)**

Section 5-14 requires proof of school concurrency prior to issuance of a development order (major site development/subdivision concept plan/infrastructure), thus submittal of a school board "letter of receipt" will be required prior to development order issuance for all projects that include a residential component. Applicants will not be required to submit the "letter of receipt" at the time of application; Planning & Zoning will verify school concurrency prior to issuing a development order. The following is a link to the County School Concurrency website for information on the process, applications, and fees. <https://www.sarasotacountyschools.net/Page/2428>

**Item 5: School Capacity Determination**

This preliminary capacity review shall apply to applications for comprehensive plan amendments, rezone petitions, and preliminary site plans for proposed residential development. This non-binding review analyzes student generation relative to existing school capacities and capacities planned within the District's current Five-year Capital Facilities Work Plan.

If this is applicable to your project, contact the Sarasota School Board's Planning Department for more information on how to do this.

**Item 6: Area Location Map and Abutting Streets (Section 37-6 B.1 and B.4)**

A map showing the location of the property to be developed in relation to arterial and collector streets. The location and name of abutting streets.

**Item 7: Legal Description (Section 37-6 B.2)**

Lot, Block, and Addition.

**Item 8: Topography and Boundary Survey (Section 37-6 B.3)**

Prepared by a surveyor, meeting the minimum technical standards for land surveying in the State of Florida, Chapter 21 HH-6, F.A.C. Boundaries must be clearly marked with a heavy line. Boundary lines shall include the entire area to be developed. Information as required by Chapter 17, Flood Damage Prevention Regulations, of this Unified Land Development Code shall also be included.

**Item 9: Natural Vegetation (Section 37-6 B.5)**

Natural vegetation communities on the proposed development tract site and their locations.

**Item 10: Existing Structures (Section 37-6 B.6)**

Location of all existing buildings and structures on the property. If buildings or structures are to be moved or razed, it shall be noted on the plan.

**Item 11: Lots (Section 37-6 C.1)**

All lines, approximate dimensions and numbering of lots.

**Item 12: Phasing (Section 37-6 C.2)**

Where a large subdivision is being proposed, the applicant shall submit a master phasing plan with the stages numbered in sequence. It is understood that, for long term projects, the details of a given phase may change as the economic, environmental, social and legal elements of the proposed development change. For such phased developments, each phase shall be issued a separate development permit, but each phase shall be considered in relation to the rest of the overall project.

If any changes within a phase do not agree with the Development Master Plan (DMP) approved by Commission, the applicant shall first file for an amendment to the approved DMP prior to filing for an amendment to the subdivision plan.

**Item 13: Density and Acreage (Section 37-6 C.3)**

The proposed number of dwelling units, gross density and gross acreage.

**Item 14: Open Space and Parks (Section 37-6 C.4)**

Proposed open space, parks and recreation areas shall be shown on the plan. A list of the facilities to be constructed within each park or recreational area shall be included. These lists shall be the minimum facilities to be shown on the submittals.

**Item 15: Vehicular and Pedestrian Circulation (Section 37-6 C.5)**

Vehicular and pedestrian circulation shall depict proposed vehicular ingress and egress to the development, proposed streets within the development and proposed locations of sidewalks and bike lanes.

**Item 16: Evacuation Route (Section 37-6 C.6)**

The plans shall show the safest route for evacuation in case of an emergency. It can be a written description or graphic depiction, and it should specify whether the route will change based on the type of emergency or if there is damage/construction to the route lead to.

**Item 17: Landscaping (Section 37-6 C.6)**

This plan shall show the calculations to determine the minimum open space requirements and the general configuration and location of landscaped areas and buffers. The plan shall show not less than the required open space and buffer areas.

- (a) A tree location survey which depicts the preservation of existing trees, as well as those trees proposed for removal in accordance with the tree protection standards contained within Chapter 45, Tree Protection Regulations, of this Unified Land Development Code.
- (b) Required landscaped buffers in accordance with Chapter 21, Landscaping Regulations, of this Unified Land Development Code.
- (c) The size, variety, species and number of all trees and shrubs with site specific location, used in landscaping, open space and buffer areas.
- (d) All proposed signs in accordance with Chapter 29, and exterior lighting in accordance with Sec. 37-50 of this chapter.

**Item 18: Street Tree Requirements (Section 45-20)**

Frequently, issues related to street trees are overlooked. Pay careful attention to the regulations in Section 45-20. For instance, "B. Street trees to be installed will not count for the thirty-five percent (35%) minimum canopy requirement or buffer requirements..." and C.5 Root Barriers.

While not every project will be affected by these provisions in the code, too often projects

that were unaware of Street Tree Requirements must make needed revisions.

- Item 19: Traffic Study (Section 37-6 C.8)** *(This is a summation of the Traffic Impact Requirements in the Code. Reference the Code directly for more details related to this procedure.)*

The study shall identify potential traffic problems and proposed solutions. Adverse traffic impacts, both off-site and on-site, shall be mitigated by the applicant as specified in the Development Master Plan approval/order of approval.

If traffic generated by the proposed subdivision will add two hundred (200) or more vehicle trips during the peak hour to the adjacent road system, the developer shall submit a traffic impact statement providing a comprehensive assessment of the development's impact on the surrounding road system. If traffic generated by the proposed subdivision is not expected to meet this threshold, the developer shall not be required to submit a traffic impact statement.

The traffic impact statement shall be prepared by qualified professionals. Subdivision approval or approval with conditions, shall be dependent upon the findings of the Traffic Impact Study and the recommendations of the City Manager or designee.

In order to promote the safety of the City transportation system, roads that provide access to development shall meet existing City road standards and/or be adequate to accommodate the types and volume of traffic to be generated by the proposed development.

- Item 20: Previous Commission Action (Section 37-6 C.9)**

All previous Commission action on the applicable site shall be submitted with the application. Processing of the application may be delayed, if documentation showing previous Commission action is not included with the application.

- Item 21: Covenants and Restrictions (Section 37-6 C.10)**

Shall be submitted for review and approval by City staff and shall be consistent with the Development Master Plan and City Code. All covenants and restrictions shall be recorded with the Clerk of Court by the developer at the developer's expense prior to the issuance of an order of approval.

- Item 22: Street Names and Addressing**

Names for the future streets of the proposal will be required to be approved. An Addressing plan will be needed before further progress can be made with developing the area. These names and numbers will have to be reviewed for appropriateness by the City of North Port.

- Item 23: Additional Information**

Any additional data, maps, plans, surveys, or statements as determined by the City to be necessary, depending on the use or activity proposed. Not all projects are the same and some require more information than others.

**Digital files:**

The entire submittal package, in PDF format, submitted to; [PlanningInfo@cityofnorthport.com](mailto:PlanningInfo@cityofnorthport.com). Please submit all project related spatial information in either CAD .dwg , GIS Shapefile or File Geodatabase format as well. The data must have coordinates in at least 4 corners of the petition area. The Coordinate system must be: A Projected Coordinate System, State Plane, NAD 1983 StatePlane Florida West FIPS 0902 (US Feet).