



CITY OF NORTH PORT

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

DATE RECEIVED – DATE STAMP

Final Plat/Re-Plat Packet

The following items are to be included in the submission:

- Final Plat/Re-Plat Application
- Affidavit(s)
- Final Plat/Re-Plat Checklist
- Final Plat/Re-Plat 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.

Immediately after plat is approved by Commission, the applicant is to provide (1) signed copy of the Mylar in accordance with the "Procedure for Mylar Approval".



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

FINAL PLAT/REPLAT APPLICATION

Application Fee: *See Attached Fee Sheet*

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:** _____

Is there a residential component to this project? No _____ Yes _____

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

PLEASE CONTACT SARASOTA COUNTY SCHOOL BOARD REGARDING SCHOOL CONCURRENCY REQUIREMENTS (941) 927-9000 extension 69052. A School Concurrency Determination letter of receipt from the Sarasota County School Board must be included as part of the development review package submittal. A development order will not be issued until a school concurrency determination is approved by the Sarasota County School Board. <https://www.sarasotacountyschools.net/departments/lrp/default.aspx?id=1668>

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

Signature of Applicant

Date

Print Applicant Name

Checklist of Required Submittal Items:

FINAL PLAT/RE-PLAT

SECTION 37-8

Please digitally submit the following for distribution to reviewers:

Item 1: Application

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

Item 2: Ownership Documentation (Mark those that Apply)

- 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 4**.
- 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

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

Item 4: Topography and Boundary Survey

A legal description and boundary survey signed and sealed by a registered land surveyor in the State of Florida. The survey shall reflect a recent title search performed within six (6) months of the submission.

Item 5: Infrastructure As-built Plans (Section 37-8 A)

As-built plans, signed and sealed and one (1) digital copy in AutoCAD and PDF format shall be submitted upon completion of the infrastructure are required prior or concurrent with plat submissions.

Item 6: Conformity with Subdivision Plans (Section 37-8 B)

The plat shall incorporate all stipulations, easements, changes and modifications required

to make the approved subdivision plan and infrastructure plan conform to these regulations.

Item 7: Drainage and Stormwater (Section 37-8 C)

If a property is found to be in the "FEMA/FIRM and SWFWMD approved floodplain area" and accepted by the City, it shall be noted on the plat.

Item 8: Preparation (Section 37-8 D)

The plat shall be prepared in accordance with the requirements of Florida State Statute Chapter 177, Land Boundaries, Part I, Platting, as amended.

- (1) The plat shall be prepared on sheets eighteen (18) inches by twenty-four (24) inches in size and to a scale sufficient in size to be legible, one hundred (100) feet to the inch preferred.
- (2) All easements shall be shown on plat.
- (3) Standard certificates, approval forms, declarations and notes shall be printed on the plat in a permanent manner.
- (4) All required signatures on the plat shall be signed with black permanent waterproof ink.
- (5) The plat shall include a vicinity map to show the subdivision's location in relation to the nearest arterial roadway.

Item 9: Recording of Plat (Section 37-8 F)

Upon having obtained the approval of the City Commission, the developer shall submit the mylar with one (1) print copy of the mini-plat for the subdivision which has been approved, to the City within ten (10) days of final approval. The City shall secure all required signatures within thirty (30) days of receipt of the approved plat, and then the applicant shall record the plat with the Clerk of Courts.

- (1) Failure to present the mylar, with one (1) print copy of the mini-plat for the subdivision plan which has been approved, to the City within ten (10) days of final approval will render the plat approval void. Plats deemed void shall be resubmitted in compliance with the regulations that are in effect at the time of resubmission. No documentation from the previous submission will be carried over from the City's files and all fees for submission of plats shall apply.

Item 10: Major Site Plan (Section 37-8 G in Reference to Chapter 33-8)

Upon having obtained the approval of the City Commission, the developer shall submit the mylar with one (1) print copy of the mini-plat for the subdivision which has been approved, to the City within ten (10) days of final approval. The City shall secure all required signatures and record the plat within thirty (30) days of receipt of the approved plat from the applicant.

Item 11: School Concurrency (Section 5-7 D.1)

A Letter from Sarasota School Board indicating all relevant information has been collected. All applications for development orders shall provide sufficient information to determine the impact of such development consistent with these concurrency evaluation procedures.

Item 13: Addressing Plan

An Addressing Plan approved by the city must be attained before the Plat can be finalized. It must delineate all lots and approved street names.

Digital files:

The entire submittal package, in PDF format, submitted to developmentpetitions@northportfl.gov. Please submit all project related spatial information in both CAD .dwg AND 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 State Plane Florida West FIPS 0902 (US Feet).

CITY OF NORTH PORT

Final Plat/Re-Plat Fee Sheet



Property Location (Address): _____

PID(s) #: _____

Final Plat/Re-Plat Calculation

Fees	Additional Fees	Total
10 acres or less \$1,975	\$11 per lot ____ lots	
Over 10 acres and under 30 acres \$2,475	\$11 per lot ____ lots	
Over 30 acres \$2,975	\$11 per lot ____ lots	
Address Plan \$250 + \$10 for each address		
TOTAL		

-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