





# FINAL PLAT CHECKLIST

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**PROJECT NAME:** \_\_\_\_\_

**Acreeage:** \_\_\_\_\_ **# of Lots:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Time Received:** \_\_\_\_\_

**PRIOR TO SUBMITTAL OF A FINAL PLAT PACKAGE, THE PROJECT MANAGER OR ENGINEER MUST HAVE A PRE-APPLICATION CONFERENCE WITH THE FOLLOWING OFFICIALS:**

1. CHIEF PLANNER
2. CITY ENGINEER
3. CITY BUILDING OFFICIAL
4. CITY HORTICULTURIST
5. UTILITIES COMMISSION REPRESENTATIVE
6. FIRE MARSHAL
7. PUBLIC WORKS DIRECTOR

**AN APPOINTMENT MUST BE SCHEDULED WITH THE CHIEF PLANNER PRIOR TO SUBMITTING A FINAL PLAT APPLICATION.**

## **REQUIRED ITEMS**

- Application form
- Application fee (see attached fee computation form)
- Conference verification form, signed by all PRC members
- Letter of authorization to represent owner, if applicant is not owner
- Future ownership documents, if applicable (i.e., condominium, time-share, or homeowner's association documents, deed restrictions, maintenance of common areas, etc)
- Certificate of title
- Certificate of completion for subdivision improvements (if already constructed and accepted by the City) **or** subdivision improvement performance bond or other surety equal to 115% of the construction costs
- Maintenance warranty bond or other surety equal to 10% of the construction costs **or** letter from property owner indicating that the maintenance surety will be provided prior to the City issuing a Certification of Completion for the subdivision improvements
- Sidewalk improvement performance bond or other surety equal to 125% of the sidewalk construction costs

- Tree performance bond equal to 125% of the cost of tree installation in required rights-of-way (if needed)
- 10 sets of the final plat sheets, 10 sets of topographic sheets and 10 signed and sealed sets of the construction plans. **Plans must be folded or they will not be accepted.**

## **REQUIRED INFORMATION ON PLAT SHEETS**

- Location, width and depth of waterways within 50 feet of the property
- Location of any bulkhead lines
- Location of jurisdictional wetlands
- Names of adjoining subdivision and/or property owners
- Proposed street names, right-of-way and easement widths and dimension of any other areas to be dedicated to public use or sites for other residential use with notes stating their purpose or any limitation
- Proposed lot lines, lot and block numbers, and lot dimensions
- Area to be set aside for passive recreation
- Area to be set aside for active recreation
- Any other open space or common area
- Sites for school
- Title, date, north arrow, graphic and written scale and legend
- Table of curved property data including curve identifier, delta, radius, arc length, chord, tangent and chord bearing
- Acreage in total tract
- Acreage in public or other land useage
- Minimum lot size
- Total number of lots
- Proposed lineal feet in streets
- Angular and linear error of closure
- Legal description of the subdivision boundaries, including bearings and distance and with a reference to a subdivision corner tie
- All dimensions shall be to the nearest 1/100 of a foot and angles to the nearest second of a degree
- True north point and accurate location and description of all monuments and markers
- Certificates of Approval for the following:
  - \_\_\_\_\_ Planning and Zoning Board Chairperson
  - \_\_\_\_\_ City Clerk
  - \_\_\_\_\_ Mayor
  - \_\_\_\_\_ City Engineer
  - \_\_\_\_\_ City Attorney
  - \_\_\_\_\_ City Manager
- Certificate of Surveyor
- Certificate of City independent surveyor
- Certificate of joinder and consent to dedication

- Certificate of the Clerk of the Circuit Court of Volusia County
- Block to indicate plat book and page number
- Section, township and range
- Vicinity map

## **REQUIRED INFORMATION ON TOPOGRAPHIC SHEETS**

**(Topographic sheets are not required if a Certificate of Completion has been issued)**

- Location of the following:
  - \_\_\_\_\_ Existing property lines
  - \_\_\_\_\_ Streets
  - \_\_\_\_\_ Buildings
  - \_\_\_\_\_ Water courses
  - \_\_\_\_\_ Transmission lines
  - \_\_\_\_\_ Sewers
- Wooded areas, marshes, dunes and any other physical conditions affecting the site
- Contours based on U.S. Coast and Geodetic datum with a minimum contour interval of 2 feet
- Location of jurisdictional wetlands lines
- North arrow, written and graphic scale and legend
- Legal description and boundaries of property to be subdivided with distances and bearings

## **REQUIRED INFORMATION ON CONSTRUCTION DRAWINGS**

**(Construction plans are not required if a Certificate of Completion has been issued)**

- Cover sheet with title, date, vicinity map and index (all pages must be consecutively numbered)
- Zoning classification for property to be subdivided
- Zoning classification of adjacent properties
- Names, addresses and phone numbers of
  - \_\_\_\_\_ Surveyor
  - \_\_\_\_\_ Engineer
  - \_\_\_\_\_ Architect
  - \_\_\_\_\_ Landscape Architect
  - \_\_\_\_\_ Planner
- North arrow, graphic and written scale, and legend
- Location of structures on, or within 100 feet of the subject property
- Existing and proposed spot elevations and contours as required by the City Engineer
- Typical cross-section of proposed roadways and sidewalks
- Location and layout of proposed utilities
- Water, sewer and reclaim details (available at [www.ucnsb.org](http://www.ucnsb.org))

- Stormwater Management plan and associated details
- Proposed roadway, sidewalk, golf cart and/or bike path layout and associated signage
- Landscaping plan
- Improvement plans for common and recreation areas, showing proposed amenities, hardscape features and/or landscaping
- Proposed lot lines, lot and block numbers or letters, and lot dimensions
- Erosion control plan

**UP TO FOUR NEW PROJECTS WILL BE REVIEWED PER MONTH, DEPENDING UPON STAFF WORKLOAD AND SIZE AND COMPLEXITY OF THE PROJECTS.**

**APPLICATIONS THAT DO NOT CONTAIN ALL REQUIRED SUPPORT DOCUMENTS WILL NOT BE ACCEPTED.**

## FINAL PLAT FEE COMPUTATION FORM

At the time a final plat application is submitted, the applicant shall pay the following fee:

- 2% of the first \$100,000 of land improvements
- 1% of the next \$100,000 of land improvements
- 0.5% of the remainder of the cost of the land improvements

Land improvements or those improvements required by the Land Development Regulations, such as streets, storm sewers, etc.

Fee Computation:

Total cost of land improvements: \_\_\_\_\_

A. 2% of first \$100,000: \_\_\_\_\_

B. 1% of next \$100,000: \_\_\_\_\_

C. 0.5% of remainder: \_\_\_\_\_

## CONFERENCE VERIFICATION FORM

This completed form must accompany every Class II and Class III site plan, preliminary plat, final plat or PUD rezoning application. It is the project applicant's responsibility to submit this completed form, together with any required permit application(s), and ten (10) sets of site plans, preliminary plats, or final plats to the Department, on or before the required cut-off date. Eleven sets must be submitted for PUD rezoning requests.

PROJECT INFORMATION	
Project Name	
Address	

### CONFERENCE SIGNATURES

Each PRC member identified below must provide their signature, as well as the project architect or engineer attending each conference.

PRC MEMBER	PRC MEMBER SIGNATURE & DATE	PROJECT MANAGER SIGNATURE & DATE
CHIEF PLANNER		
CITY ENGINEER		
BUILDING OFFICIAL		
CITY HORTICULTURIST		
PUBLIC WORKS DIRECTOR		
UTILITIES COMMISSION		
FIRE MARHSAL		

### PERMIT APPLICATIONS REQUIRED BY THE CITY ENGINEER

(AN "X" INSIDE THE APPROPRIATE PARENTHESES INDICATES THE CITY WILL REQUIRE A PERMIT)

#### ST. JOHN'S RIVER WATER MANAGE DISTRICT

- ( ) STORM DRAINAGE
- ( ) WATER CONSUMPTION
- ( ) OTHER \_\_\_\_\_

#### DEPARTMENT OF ENVIRONMENTAL PROTECTION

- ( ) STORM DRAINAGE
- ( ) DREDGE AND FILL
- ( ) OTHER \_\_\_\_\_

#### OTHER AGENCIES

- ( ) DEPARTMENT OF TRANSPORTATION DRIVEWAY & UTILITY PERMITS
- ( ) CORPS OF ENGINEERS
- ( ) VOLUSIA COUNTY DRIVEWAY PERMIT



# City of New Smyrna Beach

## Plan Review Committee Members

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**CITY ENGINEER****Kyle Fegley**

Engineering Department  
2650 North Dixie Freeway  
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kfegley@cityofnsb.com

**PLANNING DIRECTOR****Amye King**

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**CITY BUILDING OFFICIAL****Mike Knotek**

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**CHIEF PLANNER/CITY HORTICULTURIST****Jeff Gove**

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**PUBLIC WORKS****Faith Miller**

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**POLICE DEPARTMENT****Mark Severance**

New Smyrna Beach Police Department  
246 Industrial Park Avenue  
New Smyrna Beach, FL 32168  
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**FIRE DEPARTMENT****Don Snell**

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103 Faulkner Street  
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**UTILITIES COMMISSION****Randy Walter**

Utilities Commission, City of New Smyrna Beach  
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rwalter@ucnsb.org

**Additional Contacts****POSTMASTER/U.S. POST OFFICE**

301 Mission Drive  
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(800) 275.8777

**VOLUSIA COUNTY SCHOOL DISTRICT PLANNING SPECIALIST****Helen C. Lavallee**

**3750 OLSON DRIVE**  
**DAYTONA BEACH, FL 32124**  
**386.947.8786 EXT. 50805**  
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**VOLUSIA COUNTY TRAFFIC ENGINEER****Jon Cheney**

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**FDOT MAINTENANCE ENGINEER****Richard Wiskeman**

1655 N. Kepler Road  
DeLand, FL 32724  
386.740.3403

## PLAN REVIEW COMMITTEE (PRC) 2017 MEETING SCHEDULE

### MEETING DATES

**PRC:** 1<sup>st</sup> Friday of each month at 9:00 a.m.

**PLANNING AND ZONING BOARD:** 1<sup>st</sup> Monday of each month at 6:30 p.m., unless otherwise indicated

### MEETING LOCATION

City Commission Chambers, 210 Sams Avenue, New Smyrna Beach

PRC SUBMITTAL DEADLINE	PRC MEETING DATE	RESUBMITTAL DEADLINE	PLANNING AND ZONING BOARD MEETING DATE
Nov. 4, 2016	Dec. 2, 2016	Jan. 6, 2017	Feb. 6, 2017
Dec. 9, 2016	Jan. 6, 2017	Feb. 3, 2017	Mar. 6, 2017
Jan. 6, 2017	Feb. 3, 2017	Mar 3, 2017	April 3, 2017
Feb. 3, 2017	Mar. 3, 2017	Mar. 24, 2017	May 1, 2017
Mar. 10, 2017	April 7, 2017	Apr. 28, 2017	June 5, 2017
Apr. 7, 2017	May 5, 2017	May 26, 2017	July 6, 2017
May 5, 2017	June 2, 2017	June 23, 2017	Aug. 1, 2017
June 9, 2017	July 7, 2017	July 28, 2017	Sept. 5, 2017*
July 7, 2017	Aug. 4, 2017	Aug. 25, 2017	Oct. 2, 2017
Aug. 4, 2017	Sept. 1, 2017	Sep. 29, 2017	Nov. 6, 2017
Sept. 8, 2017	Oct. 6 2017	Oct. 27, 2017	Dec. 4, 2017
Oct. 6, 2017	Nov. 3, 2017	*Nov. 22, 2017*	*Jan. 2, 2018*
Nov. 3, 2017	Dec. 1, 2017	Dec. 29, 2017	Feb. 5, 2018
Dec. 8, 2017	Jan. 5, 2018	Jan. 26, 2018	Mar. 5, 2018
Jan. 5, 2018	Feb. 2, 2018	Feb. 23, 2018	April 2, 2018

**ONLY COMPLETE APPLICATION PACKAGES WILL BE ACCEPTED. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.**

All final subdivision plats, Class III site plans and PUD rezonings must also be reviewed and approved by the Planning and Zoning Board.

\* date change, due to holiday

**ALL DEADLINES ARE SUBJECT TO CHANGE DEPENDENT UPON STAFF WORKLOAD AND PROJECT COMPLEXITY. UP TO FOUR (4) NEW PROJECTS WILL BE REVIEWED EACH MONTH. APPLICATIONS WILL BE PROCESSED ON A FIRST-COME, FIRST-SERVED BASIS.**

**All applications must have a staff signed pre-application meeting form.**

**ONLY COMPLETE APPLICATION PACKAGES WILL BE ACCEPTED AND MUST BE RECEIVED BY 12:00PM DAY OF THE SUBMITTAL DEADLINE. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.**