



CITY OF NEW SMYRNA BEACH

FINAL PLAT APPLICATION

City of New Smyrna Beach
Office: 3650 North Dixie Freeway
Mail: 210 Sams Avenue
New Smyrna Beach, FL 32168
Phone: 386.410.2800

MUNIS Application # _____

PROPERTY LOCATION

Address:

Parcel ID Number:

PLANNING APPLICATION REQUEST (OFFICE USE ONLY)

Request Type:

Case No.:

Date Submitted:

Date Closed:

Accepted By:

Project Name:

Plan Review Committee Meeting Date:

APPLICANT INFORMATION

Applicant Name:

<<<<<<<<<< MUST BE A PERSON

Mailing Address:

Phone #:

City:

State:

Zip:

E-Mail:

OWNER INFORMATION (IF NOT SAME AS APPLICANT)

Owner Name:

Mailing Address:

Phone #:

City:

State:

Zip:

E-Mail:

REQUEST

Zoning District:

Property Acreage:

Subject Property Location:

Notes:

FEES

Request Type Fee:

Concurrency Review Fee:

Total Fee:

Exempt from Fee

REQUIRED ATTACHMENTS

1. See attached list

PAYMENTS

No.	Date	Amount	Type	Ck #

Balance Due:

SIGNATURES

INFORMATION AND DOCUMENTS SUBMITTED ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature of Property Owner and/or Applicant

Date

Print Above Name

Note: Application and all required support documents must be submitted by 12:00pm on the submission deadline in order for application to be considered complete.



FINAL PLAT CHECKLIST

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)
- 3 sets of the final plat sheets, 3 sets of topographic sheets and 3 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)

- 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

CITY ENGINEER

Kyle Fegley

Engineering Department
2650 North Dixie Freeway
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PLANNING DIRECTOR

Amye King

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CITY BUILDING OFFICIAL

Mike Knotek

Building and Permitting
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CHIEF PLANNER/CITY HORTICULTURIST

Jeff Gove

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PUBLIC WORKS

Faith Miller

Maintenance Operations
124 Industrial Park Avenue
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POLICE DEPARTMENT

Robert Claudio

New Smyrna Beach Police Department
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FIRE DEPARTMENT

Don Snell

New Smyrna Beach Fire Department
103 Faulkner Street
New Smyrna Beach, FL 32168
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UTILITIES COMMISSION

Randy Walter

Utilities Commission, City of New Smyrna Beach
200 Canal Street
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Additional Contacts

POSTMASTER/U.S. POST OFFICE

301 Mission Drive
New Smyrna Beach, FL 32168
(800) 275.8777

VOLUSIA COUNTY SCHOOL DISTRICT PLANNING SPECIALIST

Helen C. Lavallee

3750 OLSON DRIVE
DAYTONA BEACH, FL 32124
386.947.8786 EXT. 50805
hclavall@volusia.k12.fl.us

VOLUSIA COUNTY TRAFFIC ENGINEER

Jon Cheney

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FDOT MAINTENANCE ENGINEER

Richard Wiskeman

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