

ARTICLE II. PROCEDURES FOR COUNTY REVIEW AND APPROVAL

Sec. 26-21. Procedure for review and approval of a conditional plat.

- (a) The developer shall cause to be prepared a conditional plat properly signed and sealed by a registered professional engineer (engineer of record) licensed in the State of Florida. The conditional plat shall include all information required by the county, including, but not limited to, the following:
- (1) *Preliminary layout.* The engineer of record shall prepare a complete layout of the streets and lot configurations including all parcels of land which the developer reasonably expects to include in the project. The layout shall be drawn to a scale on drawings no larger than 24" x 36" with one copy drawn to scale on 11" x 17". The layout shall include the following minimum information:
 - a. Description, typical detail or generalized location of all proposed easements, including type and width.
 - b. North arrow and scale.
 - c. Location of proposed facilities and improvements.
 - d. Site data including number of lots by land use type or category, lot sizes, and density for residential lots.
 - e. The layout shall include all adjacent parcels and the surrounding transportation grid.
 - f. The amount of open space, including the number of parks, whether active or passive, and size of proposed park areas. Final types of amenities to be determined with construction plan submittal/approval.
 - (2) Narrative description of preliminary protective covenants and association documents.
 - (3) Preliminary engineering analysis. The engineer of record shall provide a preliminary engineering analysis of the lands to be developed. The analysis shall include, at a minimum, the soil conditions, drainage design assumptions and a preliminary stormwater analysis, the location of all floodplains, the location of significant vegetative communities including wetlands, a preliminary wildlife analysis that identifies the potential for listed species on the property, pavement design considerations, potable water and sewage disposal determinations, and fire protection.
 - (4) List of all planned improvements and facilities indicating those that will remain private and those facilities/improvements that will be dedicated to the county.
 - (5) Proposed development schedule. If the development is of such size that the developer desires to develop in units or phases, the plan shall indicate the proposed sequence of development.
 - (6) Adequate access and transportation analysis. The engineer of record shall submit an analysis of the existing and proposed transportation network indicating the collector street system which will adequately service the pedestrian and vehicular traffic generated by the proposed development. The analysis shall be prepared in accordance with the county's adopted facility design guidelines or as required by the county engineer. The analysis shall also include the need for cross connections between the proposed site and adjacent parcels as a means of providing for adequate traffic circulation. The planning and zoning commission will consider the analysis and, with recommendations

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- from the planning department and county engineer, stipulate any specific transportation improvements which the developer must accomplish as a condition of his application.
- (7) Development of regional impact statement if required by the provisions set forth in F.S. ch. 380.
 - (8) Water supply and sewage disposal plans. The developer or engineer of record shall provide the planned methods of water supply and sewage disposal in accordance with all required codes and regulations. In the event the proposed subdivision will connect to county water and/or sewer facilities, the engineer of record shall prepare a capacity analysis in accordance with county standards and requirements to ensure that the distribution and collection network can accommodate the additional projected flows.
 - (9) Adequate public facility analysis. The engineer of record shall provide an adequate public facilities analysis in accordance with the requirements of the county comprehensive plan and associated adequate public facility requirements of this Code.
- (b) Copies of the conditional plat shall be submitted to else the development department. The county will review all data submitted for conformity with the county subdivision regulations, the county's adopted facility design guidelines and the county land use regulations and will solicit the review of other appropriate agencies. Upon determination that the conditional plat is in conformance with all required rules and regulations all pertinent review comments and requirements will be provided to the planning and zoning commission in conjunction with the application review for approval.
 - (c) The planning and zoning commission shall consider the data compiled by the county and the conditional plat of the developer and, with due deliberation, either confer conditional approval on the plat with any provisions it deems necessary or deny approval citing the reasons therefor. If approval is denied, the developer may make those corrections required and the project may be reconsidered at a subsequent planning and zoning commission meeting, provided all corrections are satisfactorily completed and submitted to the county at least four (4) weeks prior to the meeting at which reconsideration is requested. Should the planning and zoning commission impose any conditions which the developer feels cause an undue hardship or deny approval for reasons which the developer feels are unjust, the developer may request a review of the conditional plat by the board of county commissioners for final disposition of the conditional plat. Upon final approval of the conditional plat, the developer shall have two (2) years to be granted construction plan approval. In no case shall the conditional plat be valid for more than five (5) years from the original date of approval.
 - (d) Upon receipt of conditional plat approval, the developer shall have the engineer of record prepare construction plans and specifications for all improvements indicated on the approved list of planned improvements. Copies of the plans and specifications shall be submitted to the county, properly sealed by a registered professional engineer. The county shall submit the plans to the affected county departments to review the plans and specifications for compliance with this article and other federal, state or county requirements. Upon determination that the construction plans are in conformance with all required rules and regulations and the county staff shall approve the plans. If the plans and specifications are approved, the county shall so indicate by letter to the developer or engineer of record detailing any performance conditions which the county finds to be in the best interest of the county. Upon receipt of this conditional approval of construction plans, the engineer of record shall make those corrections and/or revisions which are required and shall prepare and submit a final set of construction plans and specifications to the county for final approval and use in construction inspections. Upon final approval of the construction plans and transmittal of the official notification letter of such approval, the developer shall have one (1) year to begin construction according to the approved plans. During the one-year time period, the developer shall:
 - (1) Begin the construction of improvements to be accomplished within a maximum period of eighteen (18) months of the official notification letter; or

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- (2) Provide performance security to the county at an amount equal to one hundred (100) percent of the cost of construction of all required improvements as estimated by the engineer of record and approved by the county, whereby all improvements are satisfactorily secured such that in the event the developer, for any reason, does not complete the required improvements within eighteen (18) month time limit, the county shall have access to adequate funds to have the construction of such improvements accomplished. Such performance security shall be accepted by the board of county commissioners. Upon completion of all required improvements the board may release the performance security subject to the posting and acceptance by the board maintenance security for a period of eighteen (18) months in the amount of twenty (20) percent of the cost to construct all required improvements as certified by the engineer of record and approved by the county.

If the developer has neither begun construction nor entered into an acceptable security agreement within one (1) year from the date of final approval of the construction plans, approved construction plans shall become void unless the developer submits a request for a timely extension of the construction plan approval. One (1) extension of the construction plan approval for construction to begin may be issued for a period not to exceed eighteen (18) months by the board of county commissioners provided the effect of new or current regulations is evaluated, and the applicant agrees to comply with any new requirements as a condition of the extension. In no event shall construction plans be extended after the five (5) year time frame has lapsed from the date of approval of the original conditional plat.

(Ord. No. 91-22, § 1, 6-13-91; Ord. No. 2006-12, § 2, 8-15-06; Ord. No. 2013-30, § 1, 10-22-13; Ord. No. 2019-2, § 1, 9-24-19)

Sec. 26-22. Procedures for approval of subdivision record plat.

- (a) Upon satisfaction of the requirements of the preceding sections of this article, the developer shall submit the subdivision record plat to the board of county commissioners for final review. A letter shall accompany the plat indicating the approval of the local postmaster for the street names used. The plat shall meet all requirements of Florida Statutes, chapter 177, the county land use regulations set out in appendix A of this volume, and this chapter, except as otherwise specifically approved. In addition, the plat shall meet the following criteria:
 - (1) The subdivision plat offered for recording shall meet all requirements of Florida Statutes, chapter 177.091 as to material, process, legibility and permanency of the record plat. The record plat shall be on sheets twenty-four inches by thirty-six inches (24" × 36").
 - (2) Each sheet shall have a marginal line completely around the drawing such that a three-inch binding margin remains on the left and a one-inch margin remains on the other three (3) sides.
 - (3) All tracts and drainage retention areas to be designated on the plat are to be designated by a tract letter identifier (A,B,C,etc.)
 - (4) All easements shown on the plat are to be clearly identified as to location and purpose.
 - (5) If jurisdictional lines are required on the plat, they are to be clearly identified as to controlling agency and their purpose, use and limitations.
 - (6) Adjacent unplatted lands to the plat are to be identified as such. Platted lands must have ghosted in all adjacent lots, blocks and streets with the proper name of the subdivision and the plat book and page numbers as recorded in the public records clearly provided.
- (b) When submitting the original subdivision record plat to the board of county commissioners, the developer shall also submit in separate documents, to be provided with the record plat, the following:
 - (1) A table listing the square footage of all lots, parcels or tracts;

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- (2) A document indicating the length of each street centerline and the total length of all street centerlines contained within the project;
 - (c) Subsequent to receipt of approval of the board of county commissioners, the developer shall submit to the clerk of the circuit court for recording purposes the following:
 - (1) The original final plat meeting the requirements of chapter 177, Florida Statutes, and copies of the final plat of a number and quality as required by the county clerk.
 - (2) A document signed by the tax collector's office indicating that there are no current or delinquent taxes due on the property to be platted at the time and date the plat is submitted to the clerk of circuit court recording division for recording of the plat.

(Ord. No. 91-22, § 1, 6-13-91; Ord. No. 2001-03, § 3, 2-14-01)

Secs. 26-23—26-40. Reserved.