

**APPLICATION SCREENING FORM
SUBDIVISION PLAT APPLICATION**

Community Name: CITY OF HIGH SPRINGS **Application Number:** _____

Applicant Name: _____

If the application will result in an increase in residential density, has there been a determination of adequate school capacity?

Yes _____

No _____

N/A _____

- _____ 1. Is the application signed (by both husband and wife if jointly owned)?
- _____ 2. Is the application dated?
- _____ 3. Is there proof of ownership (deed)?
- _____ 4. If an agent has been appointed, is there a signed letter of authorization?
- _____ 5. Is there legal description enclosed and has it been verified?
- _____ 6. Is the total acreage provided?
- _____ 7. Is the Parcel Identification Number provided?
- _____ 8. What is the current land use classification and zoning district?
- _____ 9. Does the zoning match the land use?
- _____ 10. Is there a preliminary plat, improvement plans, or final plat enclosed?
- _____ 11. Is water and sewer available?

Notes:

CITY OF HIGH SPRINGS

APPLICATION FOR SUBDIVISION PLAT

SECTION TO BE COMPLETED BY APPLICANT

INFORMATION CONCERNING TITLE HOLDER(S) AND AGENT

Name of Subdivision _____

Name of Title Holder(s): _____

Address: _____ Zip: _____

Telephone: _____

Do any other persons have any ownership or interest in subject property? Yes _____ No _____

-

If yes, list such persons _____

Title Holder's Representative (Agent), if applicable: _____

-

Address: _____ Zip: _____

Telephone: _____

Legal Description (add additional pages as necessary):

Size of Property in Acres or fractions thereof: _____

-

Future Land Use Plan Map Category: _____

Current Zoning District: _____

APPLICATION FOR
SUBDIVISION PLAT

A previous application for subdivision:

_____ was made with respect to these premises, Application No. _____

_____ was not made with respect to these premises.

I hereby certify that all of the above statements and the statements contained in any documents or plans submitted herewith are true and correct to the best of my knowledge and belief.

If title holder(s) are represented by an agent, a letter of such designation from the title holder(s) addressed to the Land Development Regulation Administrator must be attached.

Applicant/Agent Name (Type or Print Name)

Applicant/Agent Signature

Date

FOR OFFICE USE ONLY

Date Filed: _____

Subdivision Plat Application No. _____

Fee Amount: _____ Receipt No.: _____

Date of Site Plan Review Committee Meeting: _____

Planning Board Recommendation
(Approve, Approve with Conditions, Deny): _____

City Commission Action (Approve, Approve with Conditions, Deny) _____

Date of Approval, Approval with Conditions, Denial: _____

NOTICE TO APPLICANTS FOR SUBDIVISION PLATS

TYPE OF SUBDIVISIONS (Section 6.01.02.02):

Type 1 subdivision shall be a subdivision that contains one or more lots, parcels, tracts, or tiers the smallest of which is one acre in size or less.

Type 2 subdivision shall be a subdivision that contains one or more lots, parcels, tracts, or tiers, the smallest of which is greater than one acre and less than five acres in size.

Type 3 subdivision shall be a subdivision in which no lots, parcels, tracts, or tiers, are less than five acres in size.

SUBDIVISION: GENERAL REQUIREMENTS (Section 6.01.02.03):

1. In addition to the requirements of this section, all subdivisions shall comply with the following regulations:
 - a) The design and development standards of Article VII, and all other applicable provisions of the Land Development Code;
 - b) The Comprehensive Plan;
 - c) All applicable building codes of the City.
 - d) All other applicable federal, state, and local laws which govern the development of property or the transfer of land.
2. No subdivision of land shall be permitted where the site is unsuitable for the intended development due to flooding, poor drainage, unstable soil, or other such conditions which may constitute a danger to the public welfare unless adequate measures to mitigate such conditions can be, and are, undertaken in the development of the property.
3. The provision of adequate public facilities in accordance with adopted level of service standards shall be required. This includes the paving of all new roads in any subdivision. The exception to this requirement is for those subdivisions with minimum lot sizes of 15 acres or larger.
4. The preservation of significant cultural and environmental features, including but not limited to, historical sites, wetlands, and trees, shall be required.
5. Every subdivision shall be provided with a name. Such names shall not be the same as, or similar to, any other recorded plan located in the City which will in any way confuse the public; except that when an existing subdivision is expanded or re-subdivided as an additional unit or section.
6. For Type 1, Type 2, and Type 3 (less than 15 acres) subdivision lots fronting on an existing unpaved public street, the developer shall be required to install street improvements. Any required improvements will comply with the requirements of Article VII of this LDC.
7. For Type 3 subdivisions of 15 acres or more, fronting on an unpaved public street, no street improvements shall be required and lots may be accessed by private easements

8. The City may allow the clustering of development on a property to preserve green space or to address development constraints. The clustering may not result in a development density greater than that specified for the property. This information will be recorded on the development plat.

SUBDIVISION DESIGN AND IMPROVEMENT STANDARDS (PART 7.03.00)
Improvement Requirements by Subdivision Type (Sec. 7.03.01)

TYPE 1 SUBDIVISIONS (Sec. 7.03.01.01)

- 1) Type 1 subdivisions shall meet all of the design and development requirements of Section 21 and shall:
 - a) Provide sidewalks
 - b) Provide streetlights
 - c) Set aside land for parks and recreation
 - d) City water, sewer, and fire hydrants shall only be required if reasonably available. Reasonably available shall be considered to be existing service is available within 660 feet of the nearest point of the subdivision. The 660 feet shall be measured along the normal route for utility services and may not be the shortest distance between the existing service and the proposed subdivision. If city water and fire hydrants are supplied, they must be installed in accordance with the requirements of the Manual of Development & Design Standards.
- 2) Agricultural uses, excluding farm animals, are permitted in Type 1 subdivisions with a zoning permit.
- 3) The developer shall install sleeves of sufficient size under all roads or dry pipes for water and sewer service, as required this Land Development Code, to accommodate the future installation of centralized water and sewer services.

TYPE 2 SUBDIVISIONS (Sec. 7.03.01.02)

- 1) Type 2 subdivisions shall meet all of the design and development requirements of this Article, except that subdivisions in residential districts will comply with the following:
 - a) Set aside land for parks or recreation areas.
 - b) Provide illumination (streetlights) only at street intersections.
 - c) Sidewalks or bike paths shall not be required.
 - d) City water, sewer, and fire hydrants shall only be required if reasonably available. Reasonably available shall be considered to be existing service is available within 660 feet of the nearest point of the subdivision. The 660 feet shall be measured along the normal route for utility services and may not be the shortest distance between the existing service and the proposed subdivision. If city water and fire hydrants are supplied, they must be installed in accordance with the requirements of Manual of Development & Design Standards.
- 2) Agricultural uses are permitted in Type 2 subdivisions with a Zoning permit.

- 3) The developer shall install sleeves of sufficient size under all roads or dry pipes for water and sewer service, as required by this Land Development Code, to accommodate the future installation of centralized water and sewer services.

TYPE 3 SUBDIVISIONS (Sec. 7.03.01.03)

- 1) Type 3 subdivisions shall meet all of the design and development standards of this Article except that subdivisions in residential districts will comply with the following:
 - a) City water and fire hydrants shall only be required if reasonably available. Reasonably available shall be considered to be existing service is available within 660 feet of the nearest point of the subdivision. The 660 feet shall be measured along the normal route for utility services and may not be the shortest distance between the existing service and the proposed subdivision. If city water and fire hydrants are supplied, they must be installed in accordance with the requirements of the Manual of Development & Design Standards;
 - b) Illumination (street lights) shall be required only at street intersections or the intersection of an easement with a street;
 - c) Sidewalks or bike paths shall not be required;
 - d) Provision for parks or recreation lands shall not be required.
 - e) Section 7.03.03, the criteria for block size, shall not apply.
 - f) If the smallest parcel in the subdivision is greater than 20 acres, Section 7.03.08 shall apply.
- 2) Agricultural uses are permitted in Type 3 subdivisions with a zoning permit.

LOTS (Sec. 7.03.02)

- 1) All lots shall be designed to meet the minimum zoning dimensional regulations applicable to the property as designated by this Land Development Code. Those dimensional requirements shall include, but not be limited to, lot width, lot depth, lot area, and density.
- 2) The depth and width of property subdivided for non-residential use shall be of adequate size to permit off street parking and other improvements required by this code and required by the type of use and development anticipated.
- 3) Side lot lines shall be as close as practical to right angles at street lines or radial to curving street lines.
- 4) Eighty percent of the average width of each lot in a Type 1 or Type 2 subdivision shall front on a public street except in the case of lots on the turning circle of a cul de sac, where the average width shall be less than 60 percent. Each lot in a Type 3 subdivision shall have access to a public or private street.
- 5) No lot shall have an average length to width ratio greater than 5:1.

BLOCKS (Sec. 7.03.03)

- 1) Block width, depth, shape, and orientation shall consider the need for access, circulation, traffic control, and the safety of vehicular and pedestrian movement.
- 2) Block width shall be sufficient to provide for two tiers of lots with the minimum depth required by zoning district regulations applied to the property. Exceptions to the two tiered block width shall be permitted along thoroughfare streets, railroad rights of way, waterways, or exterior property lines of the development.
- 3) Block length shall not exceed 1,350 feet, or be less than 300 feet in length, except where necessary to intersect an existing street.

STREETS (Sec. 7.03.04)

- 1) All streets shall be properly integrated with the existing and proposed system of streets in the City.
- 2) Subdivision streets shall be arranged in a manner that discourages through traffic. This does not apply to streets that will serve as through streets or collectors.
- 3) Subdivision street rights-of-way shall be extended to the property limit of the subdivision to allow for logical future extension of streets into adjoining undeveloped land; however, the street surface itself may be terminated by a cul de sac before intersecting with the property limits of the subdivision. Any street so designated as a future extension of a street shall have that fact recorded in the covenants and restrictions for any property adjacent to that proposed extension and, additionally, any property falling within 300 feet of the centerline of said extension.
- 4) Streets shall be designed to intersect at right angles (up to a 17 degree skew may be permitted from a right angle). The approach to an intersection shall be at right angles for a distance of 50 feet on residential streets and 150 feet on collector and arterial streets.
- 5) New intersections along one side of an existing street shall coincide with existing intersections on the opposite side of the street. Intersection jogs on residential streets shall not be less than 150 feet apart measured from centerline to centerline of the jogging street. Intersection jogs on collector or arterial streets shall not be less than 400 feet apart measured from centerline to centerline of the jogging streets.
- 6) Curved radii on all subdivision streets shall be adequate for the design speed of the street.
- 7) The minimum curb return radius for intersections shall be, as follows:

| | |
|--------------------|---------|
| Residential Street | 25 feet |
| Collector Street | 35 feet |
- 8) All subdivision streets shall be integrated with the adjoining topography to provide adequate sight distance.

RIGHTS-OF-WAY (Sec. 7.03.05)

- 1) The minimum street right-of-way for local streets shall be 50 feet when constructed with curb and gutter and 60 feet when constructed with swale drainage. This will include the right-of-way for existing streets within or abutting the proposed subdivision.
- 2) The creation of reserve strips that deny access from adjoining property to a public street shall be prohibited.
- 3) Subdivision streets shall be dedicated along with the required right-of-way. This will include the right-of-way for existing streets in the proposed subdivision; streets that will be maintained solely by the developer or an incorporated owners association need not be dedicated.
- 4) Right-of way access easement width for private streets shall be the same as the requirements of this Land Development Code for public streets.

DEAD END STREETS (Sec. 7.03.06)

- 1) A temporary dead end street shall be allowed when such street is to ultimately provide for the continuation of streets between adjoining properties. A temporary turn-a-round shall be constructed to the requirements of the City Engineer when a temporary dead end street exceeds 300 feet in length.
- 2) Where a road is not intended to extend beyond the limits of the subdivision a cul de sac shall be provided. Dead end cul de sac streets shall not exceed 800 feet in length.
- 3) The cul de sac design shall be a minimum radius of 40 feet of pavement and 50 feet of right of way width.
- 4) The City will allow, but discourages, the use of cul-de-sacs and dead end streets. The City encourages developers to consider the use of through streets, looping streets, and cross streets in the design of new or expanded subdivisions.

UTILITY EASEMENTS (Sec. 7.03.07)

- 1) Easements, a minimum of five feet in width, for the purpose of accommodating surface and underground utilities and drainage shall be required along all side and rear lot lines.
- 2) An easement along the perimeter of the subdivision shall be a minimum of ten feet in width.
- 3) Where required, there will be adequate easements granted across private property for required utility access.

COMMON PRIVATE IMPROVEMENTS (Sec. 7.03.08)

The continued maintenance of common private improvements shall be established and provided for in a manner acceptable to the City Commission.

**NOTICE TO APPLICANTS
FOR PRELIMINARY PLAT APPROVAL**

The application for a subdivision is required to be submitted with information in accordance with the requirements of the Land Development Code (Article 11) and shall include the following elements.

PRELIMINARY PLAT SUBMISSION REQUIREMENTS (Section 11.03.02.01):

A preliminary plan at a minimum scale of 1" = 200' and meeting the following specifications shall be submitted for review by the Site Plan Review Committee.

1. A legend; title and number of revision (e.g., Preliminary Plan of Northwood Addition, Second Revision); date of preliminary plan or revision; scale of plan, north arrow; acreage in the tract being subdivided; total number of lots, names, addresses and telephone numbers of developer, owner, surveyor, and engineer.
2. Location map showing relationship between area proposed for subdivision and surrounding development, including current aerial photograph(s) with boundaries of subject subdivision delineated.
3. Legal description sufficient to describe the size and location of the tract to be subdivided
4. Master Plan of tract designating each phase by number or letter and a heavy line border, preferably over an aerial photograph, at a scale appropriate with the size of the tract.
5. Name, location and right-of-way width of all existing streets, other rights-of-way and platted streets within at least 150 feet of the proposed subdivision.
6. Name, location, width and proposed street design standards and typical design cross-sections including any streets shown on the adopted Roadway Improvement Plans of Alachua County or the City.
7. Proposed and existing easements or rights-of-way for drainage, pedestrian ways, bridle paths or bicycle paths, etc., including location, width and purpose.
8. Lot lines and typical lot sizes, lot numbers, and, where applicable, block numbers.
9. Sites, if any, for multi-family dwellings showing number of stories, proposed density per gross acre; shopping centers; churches; industry; parks, playgrounds, and other public and nonpublic uses, and all single family dwelling acreage showing estimated density per gross acre.
10. Existing storm sewers and utility structures on or abutting the tract within at least 150 feet.
11. Proposed and existing utilities including electric, street lights, telephone, cable television, gas, etc., with a statement on the method of water supply and sewage disposal.
12. Existing improvements including buildings on the tract to be subdivided.
13. Location and acreage of natural features including lakes, marshes or swamps, water courses and other pertinent features.

14. Gross residential densities of the entire subdivision and for each phase or portion thereof. This data shall be presented in a map format.
15. Existing contours at a maximum of one foot intervals, based on mean sea level with a referenced datum identifying the tract to be subdivided and, where practicable, extending a minimum 150 feet beyond the tract boundary.
16. Proposed surface drainage with direction of flow and method of disposition with a general description of the relationship of the proposed drainage system to the natural and existing man-made drainage system.
17. Present zoning of subdivision and abutting land. No plans will be accepted or approved without appropriate zoning.
18. If individual lot sewage disposal is utilized, a map revealing the distribution of soil types and their intrinsic limiting factors (i.e., high seasonal water tables, shrink swell behavior, presumptive bearing capacity, etc.), as they relate to the intended land use scheme.
19. A map indicating the intended land use as it relates to flooding where land are within a potential flood hazard area as determined by the City.
20. Proposed areas to be filled or excavated.
21. Provide for a digital copy of all proposed improvements on compact disc.

**NOTICE TO APPLICANTS
FOR IMPROVEMENT PLAN APPROVAL**

IMPROVEMENT PLAN SUBMISSION REQUIREMENTS (Section 11.03.03.03):

An Improvement Plan shall be submitted in seven copies to the Site Plan Review committee, which conforms to the following:

1. The improvements plan shall be drawn at the same scale, using the same sheet size as for the associated preliminary subdivision plat.
2. Multiple sheets may be used; however, sheet number and total number of sheets must be indicated on each sheet. Provide for a digital copy of all proposed improvements on compact disc.
3. The front cover or cover sheet shall include:
 - a. a general vicinity or location map drawn to scale (stated and graphic) showing the position of the proposed subdivision in the section(s), township and range, together with the principal roads, city limits, and/or other pertinent orientation information.
 - b. the name and address of the owner. If a corporation or company is the owner of the subdivision, the name and address of the president and secretary of the corporation shall be shown.
 - c. Name, address, and telephone number of those individuals responsible for the preparation of the drawing(s). Each print submitted shall bear the original signature and seal of the registered project surveyor and registered project engineer. The project surveyor and project engineer are each responsible for information shown which is in his/her field or practice, and shall certify that requirements of the Land Development Code have been met.
 - d. The date of approval of the preliminary subdivision plat and the assigned number of the preliminary plat.
4. Each sheet of the improvements plan shall contain a title block showing the subdivision name, stated and graphic scale, a north arrow, date, and a legend to explain symbols, abbreviations, or other notes.
5. Details shall be shown in plan elevation or section; pictorial or isometric presentation shall not be used. Proposed streets shall include paved access to a designated collector roadway.

The improvements plan submittal shall include the following information:

1. A drainage map showing the complete drainage system including, but not limited to, closed drainage areas, design high water, acreage, the effect on the compatibility of drainage on surface waters, the effect of adjacent lands and existing outfall systems, and the complete calculations used to design the system. This information shall be shown on a master drainage plan at a scale not smaller than one inch equal to two hundred feet. It is the specific intent of this requirements that rights-of-way for all drainage improvements including, but not limited to, retention ponds, ditches, culverts, channels and the like, required for the drainage of the site for both on-site and off-site improvements shall be provided.
2. Soils map and soil infiltration test location and results of test borings of the subsurface conditions (at least one per drainage retention/detention area) of the tract to be developed.

3. Paving and drainage plans and profiles showing existing and proposed elevations and grades of all public and private paved and open areas, including size, location and type of drainage facilities and proposed first floor finished elevations of all structures in all 100-year floodplain areas.
4. Water distribution and wastewater collection plans and proposed profiles.
5. Typical and special roadway and drainage sections and summary of quantities.
6. Special profile sheets showing special and unique situations such as intersections and waterways.
7. Plans showing existing and proposed improvements if any, to waterways, lakes, streams, channels, or ditches, bridges, culverts, retaining walls and any other proposed structures.
8. Street names approved by Alachua County.
9. Plans shall bear the approval of the appropriate utility authority for proposed street lights.
10. Landscaping plans in compliance with the Land Development Code.
11. Written specifications meeting or exceeding all applicable design minimum standards
12. If construction improvements are not completed prior to recording of a final plat, an improvements agreement shall be provided.

**NOTICE TO APPLICANTS
FOR FINAL PLAT APPROVAL**

FINAL PLAT SUBMISSION REQUIREMENTS (Sec. 11.03.04.02)

A final subdivision plat shall conform to the following minimum specifications:

- a) The requirements of Chapter 177, Florida Statutes, as amended;
- b) The plat shall be made under the direction of a registered land surveyor who shall certify the plat;
- c) The plat shall be submitted in the form of one reproducible mylar blue line copy shall be supplied for signature
- d) The sheet size shall be 24 inches by 36 inches with a three inch margin on the left side and a one half inch margin on each of the remaining sides;
- e) Multiple sheets shall have clearly labeled match lines;
- f) A scale, north arrow, and legend shall be provided;
- g) Section, township, range shall be provided;
- h) Permanent reference monuments and permanent control point shall be clearly marked;
- i) Section and quarter section lines shall be shown;
- j) Location, width, and name of all streets, water bodies, and all other rights-of-way shall be provided;
- k) Location, width, and purpose of all easements shall be provided;
- l) All contiguous property shall be identified by subdivision title, plat book, and page, or noted "not platted";
- m) Lot and block numbering shall be clearly indicated;
- n) Lot dimensions shall be provided;
- o) Street centerlines shall be shown;
- p) Park, open space, or other public parcels (with dimensions) shall be shown;
- q) Interior out parcels shall be labeled "not a part of this plat" (with dimensions);
- r) Location, purpose, and width of all dedications shall be shown;

- s) Building setback lines if greater than that required by normal zoning shall be shown;
- t) Name of city and county shall be shown;
- u) Name of subdivision shall be shown;
- v) Each plat shall show a description of the lands to be subdivided;
- w) The survey closure data for the lands to be subdivided shall be provided;
- x) All common improvements and open spaces shall be noted on the plat as privately maintained;
- y) The continued maintenance of common improvements and open spaces shall be provided for in accordance with the requirements of the City Commission; and
- z) Provide for a digital copy of all proposed improvements on compact disc.

All final subdivision plat applications shall include the following certifications:

- a) A title certification completed by an attorney licensed in Florida or title company showing the apparent record title to the land described on the plat and any outstanding mortgages on the same;
- b) A certificate of ownership and dedication executed by all persons or companies having a record interest in the land to be subdivided in accordance with the title certification. All mortgagees having a record interest shall either sign a certificate of dedication or submit a separate instrument joining and ratifying the plat and dedication. No private improvements or open space shall be dedicated to the City.
- c) Surveyor's certificates;
- d) Certificate of approval of the City Commission;
- e) Certificate of approval of the Clerk of the Circuit Court;
- f) Reservation of easement;
- g) Affidavit of no liens by the owner.
- h) Engineer's certificate for all drainage and paving improvements

Title certification as required by Chapter 177, Florida Statutes, shall appear on the record plat.

The record plat shall contain a narrative note dedicating streets, alleys, and/or other specifically identified public lands to the public.

The record plat shall contain a narrative note granting utility easements to the City which reads substantially as follows:

"Know all men by these presents, that Grantors hereby convey to the City of High Springs, a Municipal corporation, duly organized and existing under and by virtue of the constitution of the State of Florida, and the laws of this State, those easements identified on this plat in perpetuity and right-of-way to survey, construct, operate, maintain, test, inspect, repair, remove, replace, or abandon in place and control, utility facilities, together with all necessary appurtenances thereto in, over, upon, across, through, and under the above described real property situated in the City of High Springs, State of Florida. Reserving, however, to the owner, their heirs and assigns the right to utilize and enjoy the above described premises providing the same shall not interfere with the construction, maintenance, repairing, inspection, and operation of said utilities, and providing further that the grantor shall not erect or place any building or tree on the above-described right-of-way and easement and the City shall not be liable for their removal if any are so placed."

Three check prints and supporting data shall be submitted to the Administrator.