



1-B East Jefferson Street, Post Office Box 1799, Quincy, FL 32353-1799
Phone: (850) 875-8663 Fax: (850) 875-7280
E-mail: planning@gadscencountyfl.gov Web site: www.gadscengov.net

APPLICATION FOR FINAL PLAT

This Final Plat application must be completed and submitted with all enclosures (See Subsections 6204 & 6205 of the Gadsden County Land Development Code). The application will then reviewed and referred to the Planning Commission for recommendation and then to the Gadsden County Board of County Commissioners for its review and approval. The Final Plat must be recorded and infrastructure completed and accepted prior to sale of lots.

NAME OF SUBDIVISION: _____

PARCEL ID #: _____

1. **PROPERTY OWNER(Print):** _____
CONTACT PERSON (If Corporation): _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
TELEPHONE: () _____ **FAX:** () _____
E-MAIL ADDRESS: _____

2. **ENGINEER OF RECORD(Print):** _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
TELEPHONE: () _____ **FAX:** () _____
E-MAIL ADDRESS: _____

3. **If Owner cannot attend the Planning Commission and/or County Commissioners meetings:**
AUTHORIZED REPRESENTATIVE : _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
TELEPHONE: () _____ **FAX:** () _____
E-MAIL ADDRESS: _____

4. **DATE OF PRELIMINARY PLAT APPROVAL:**
Number of lots proposed: _____ **Density:** _____
Ownership & Maintenance Entity of Right-of-Way: _____
Ownership & Maintenance Entity of Stormwater Facilities: _____
Ownership & Maintenance Entity of Open Space & Common Areas: _____

5. **The following items are needed to complete this application for review:**
a. _____ Application Fee \$500.00. Please submit fee in cash, check or money order made payable to the Gadsden County Board of County Commissioners (BOCC). (Additional, Engineer/Survey Review Fee per page).

- b. _____ Two copies of this application with supplemental material and four (4) 24” by 26” copies of the final subdivision plat which fully comply with all requirements of Chapter 177.091, F.S., containing standard notes as required by Sub. 6204.F of the Land Development Code and Chapter 177.091, Florida Statutes and the signature and seal of a Florida Licensed Surveyor; and, eleven (13) 11” by 17” copies of the plat for distribution to the Board.
- c. _____ Title Opinion, deed or other relevant demonstration of ownership containing a legal description of the parent parcel.
- d. _____ Copy of the Development Order with noted stipulations applied to the Preliminary Plat approved by the County Commission.
- e. _____ Two copies of this application.
- f. _____ Affidavit to Represent, if applicable.
- g. _____ As-built drawings (if improvements are completed).
- h. _____ Joinders in Dedication (if land is mortgaged) or Release of Mortgage.
- i. _____ Executed stormwater maintenance agreement, if applicable. (Please check with the Planning & Community Development Department).
- j. _____ Homeowner’s Association documents finalized pursuant to Ch. 720, F.S.: corporate Charter and Articles of Incorporation (marked “FILED” by the Secretary of State) and recorded in the office of the Gadsden County Clerk of Court; Bylaws; and Declaration of Covenants, Conditions and Restrictions to include maintenance of common areas, roadways, right-of-ways, buffers and stormwater retention areas.
- k. _____ Instruments indicating all necessary off-site easements or dedications acquired.
- l. _____ Title Opinion by an attorney licensed in Florida or a title insurance company submitted prior to County Commission hearing (title Opinion must be no less than 90 days old at time of plat recording) per Subsection 6010.
- m. _____ A maintenance bond equal to 110% of the construction cost and signed bond loan agreement per Subsection 6204.B, if applicable.
- n. _____ Tax receipts.
- o. _____ Water and/or Sewer Utility Agreement (copy acceptable), if applicable.
- p. _____ Verification of final completion of applicable NFWFMD permits.
- q. _____ Gadsden County 911 Street Name Approval.
- r. _____ Executed Deeds conveying right-of-way, conservation or common areas to the Homeowners Association or other entities.
- s. _____ Other documentation (i.e. Traffic Signalization Agreement, Sidewalk/Bikeways Trust Fund Payment, if applicable, Wall/Landscape Agreement, Bill of Sale of Utilities, Special Easements, etc.) as listed.
- t. _____ A maintenance bond equal to 110% of the construction cost and signed bond loan agreement per Subsection 6204.B.

_____ I AM THE OWNER,

_____ I AM THE LEGAL REPRESENTATIVE OF THE OWNER (Attach Authorization to Represent) of the property described which is the subject matter of this application. Under penalties of perjury, I declare that I have read said application and all drawings and data and matter attached to and made a part of said application are honest and true to the best of my knowledge and belief. I understand that by signing this document, I am giving the County or agent thereof the authority to duplicate, disseminate, and reproduce any and all items submitted as part of this request, whether copyrighted or not.

SIGNATURE OF APPLICANT

DATE

The foregoing instrument was acknowledged before me this ____ day of _____ 20_____,
by _____ who is personally known to me, or has produced _____ as
identification and who did (did not) take an oath.

Signature of Notary:

Print Notary:

SEAL: