



**FOR OFFICE USE ONLY**

Case #: \_\_\_\_\_  
Application Fee: \$ \_\_\_\_\_  
Filing Date: \_\_\_\_\_  
Completeness Date: \_\_\_\_\_  
Review Type: P&Z; CC

# Minor Subdivision Application

Reference City of Alachua Land Development Regulations (LDRs) Section 2.4.10

**A. PROJECT**

1. Project Name: \_\_\_\_\_
2. Pre-Application Conference Date: \_\_\_\_\_
3. Phase/Unit Number (if applicable): \_\_\_\_\_
4. Address of Subject Property: \_\_\_\_\_
5. Parcel ID Number(s): \_\_\_\_\_
6. Existing Use of Property: \_\_\_\_\_
7. Future Land Use Map Designation: \_\_\_\_\_
8. Zoning Designation: \_\_\_\_\_
9. Acreage: \_\_\_\_\_

**B. APPLICANT**

1. Applicant's Status  Owner (title holder)  Agent
2. Name of Applicant(s) or Contact Person(s): \_\_\_\_\_ Title: \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ e-mail: \_\_\_\_\_
3. If the applicant is agent for the property owner\*:  
Name of Owner (title holder): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

*\* Must provide executed Authorized Agent Affidavit or other acceptable documentation (as deemed acceptable by the City in its sole discretion) which authorizes the agent to act on behalf of the property owner.*

**C. ADDITIONAL INFORMATION**

1. Is there any additional contact for sale of, or options to purchase, the subject property?  Yes  No  
If yes, list names of all parties involved: \_\_\_\_\_

**D. ATTACHMENTS**

1. Plat, to include the following information and be prepared in accordance with the following criteria:
  - a. Sheet Size: 24" X 36" with 3" left margin and 1/2" top, bottom, and right margins.
  - b. Graphic scale, not to exceed one (1) inch equal to 50 feet.

- c. Name of subdivision shall be shown in bold legible letters, as required by Chapter 177, Florida Statutes. The name of the subdivision shall be shown on each sheet included and shall have legible lettering of the same size and type including the words "section," "unit," "replat," "amended," etc.
  - d. Name and address of subdivider.
  - e. North arrow, graphic scale, and date of plat drawing.
  - f. Vicinity map showing location with respect to existing streets, landmarks, etc., and acreage of the subdivision. The vicinity map shall be drawn to show clearly the required information, but shall not less than one (1) inch to 2,000 feet.
  - g. Exact boundary line of the property, determined by a boundary survey, giving distances to the nearest one-hundredth foot and angles to the nearest minute, shall be balanced and closed with an apparent error of closure not to exceed one in 5,000. Survey shall be signed and sealed by the surveyor, and shall be no older than two (2) years.
  - h. Legal description of the property to be subdivided.
  - i. Acreage of adjacent land. If adjacent land is within a subdivision, identify the subdivision name, and recording information.
  - j. Location of streams, lakes, wetlands, and required buffers from such areas, and location of land designated as a special flood hazard area on FEMA FIRM panels.
  - k. Bearing and distance to permanent control points on the nearest existing street lines of bench marks or other permanent reference monuments [not less than three (3)].
  - l. When the City corporate limits traverse, are adjacent to, or are within 500 feet of the property, the boundary shall be accurately tied to the boundary lines of the subdivision by distance and angles.
  - m. The closest lot corner shall be accurately tied to the boundary lines of the subdivision by distance and angles.
  - n. Location, dimensions, and purpose of any land reserved or dedicated for public or common use.
  - o. Exact locations, width, and names of all streets within and adjacent to the subdivision.
  - p. Street right-of-way lines must show deflection angles of intersection, radii, and lines of tangents.
  - q. Lot lines, dimensions, and bearings must be shown to the nearest one hundredth (1/100) foot.
  - r. Lots must be numbered in numerical order.
  - s. Location and description of required permanent reference monuments and markers.
  - t. Building setback lines.
  - u. Covenants and restrictions notice in accordance with Chapter 177.091(28), Florida Statutes.
  - v. If the property is encumbered by a mortgage, the owner of the mortgage shall join in the dedication or in some other manner subordinate the mortgagee's interest to the dedication of public right-of-way.
2. Title certification as required by Chapter 177.041, Florida Statutes.
  3. Proposed covenants and restrictions, if any. If the subdivision shall be subject to existing covenants and restrictions, an amendment to such covenants and restrictions shall be provided.
  4. Concurrency Impact Analysis showing the impact on public facilities, including potable water, sanitary sewer, transportation, solid waste, recreation (for residential development), stormwater, and public schools (for residential development) in accordance with Section 2.4.14 of the LDRs.
  5. Analysis of Consistency with the City of Alachua Comprehensive Plan (analysis must identify specific Goals, Objectives, and Policies and describe in detail how the application complies with the noted Goal, Objective, or Policy).
  6. Legal description with tax parcel number: (1) on 8.5" x 11" paper; and (2) electronic file in Word format.
  7. For residential subdivisions, City of Alachua Public School Student Generation Form.
  8. Two (2) sets of mailing labels for all property owners within 400 feet of the subject property boundaries – even if property within 400 feet falls outside of City limits (obtain from the Alachua County Property Appraiser's web site) – and all persons/organizations registered to receive notice of development applications (current list may be obtained from the Planning & Community Development Department).
  9. Proof of ownership (i.e., copy of deed).
  10. Proof of payment of taxes.

11. Environmental Resource Permit (or Letter of Exemption) from the Suwannee River Water Management District (SRWMD) or Self-Certification for a Stormwater Management System in Uplands Serving Less than 10 Acres of Total Project Area and Less than 2 Acres of Impervious Surfaces from the Florida Department of Environmental Protection pursuant to Section 403.814(12), Florida Statutes.
12. If access is from a County Road, access management permit from Alachua County Public Works.
13. If access is from a State Road, access management permit from Florida Department of Transportation.
14. **Fee.** Please see fee schedule for fee determination. No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any costs associated with outside professional consulting services deemed necessary by the City in its sole discretion will be billed to the applicant at the rate of the consultant. The invoice for such services shall be paid in full prior to any public hearings on the application.

**All 14 attachments are required for a complete application. A completeness review of the application will be conducted within five (5) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

Under penalty of perjury, I/we certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-applicant

\_\_\_\_\_  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name and title of co-applicant

STATE OF _____ COUNTY OF _____	
This affidavit is acknowledged before me by means of ___ physical appearance or ___ online notarization on this _____ day of _____, 20___ by _____, who is/are personally known to me, or ___ who has/have produced _____ as identification.	
_____ Signature of Notary Public	_____ (Seal)