

CITY OF PORT ORANGE
CHECKLIST - SUBDIVISION PLAT/REPLAT & PLANS APPLICATION

Applicants are required to schedule a pre-application meeting prior to submitting an application to the City for review and approval. *To schedule a pre-application meeting, contact the Development Review Technician, Melanie Schmotzer, at (386) 506-5674/mschmotzer@port-orange.org.* All documents must be submitted in typewritten form in one package. Below is a list of the minimum requirements necessary for acceptance of Subdivision Plat & Plans and Subdivision Replat applications. Any missing information will result in an incomplete application that will be rejected for processing and review until such time as the items are provided (additional fee is assessed for incomplete submittals). Please note, the Community Development Department reserves the right to request additional information as necessary to process your request.

Application Fees:

\$4,750 or 0.5% of the construction cost (whichever is greater) – Plat & Plan Review Fee

\$500 – Subdivision Replat

\$500 – Incomplete Submittal Fee

See attached fee sheet for list of additional fees that may be assessed during processing.

The application fee does not include any legal advertising or recording fees associated with this application. The advertising and recording fees will be billed separately by the City Clerk's office. For an estimate of the advertising and recording fees, contact the City Clerk's office at (386) 506-5566.

Application Checklist and Required Attachments:

- Completed Development Review Application along with notarized authorization form from the property owner *{this is only required if the applicant or agent is someone other than the property owner}*. Must be original signed document.
- Completed Transportation Concurrency Form
- Completed School Planning and Concurrency Application Form
- Six (6) folded copies of signed & sealed final plat & plans. Must be original sign and seal.
- Six (6) folded copies of signed & sealed Boundary Survey certified to the City of Port Orange *{if the project lies within the City's Community Redevelopment Area (CRA) provide four (4) copies to allow for review by the CRA Representative}*. Must be original sign and seal.
- One (1) original and three (3) copies of an Opinion of Title or Platting Certificate [Ch. 177.041 F.S.]
- One (1) complete electronic copy on CD of all submittal items. Plans must be signed and sealed prior to scanning on the CD (see specific requirements in separate attached document titled "City of Port Orange Standard Requirements for Electronic Submittals")
- Applicable Application Fee

General Plat/Plan Information

- Six (6) folded copies of plans, signed and sealed by a Florida licensed engineer. Must be original sign and seal.
- Title block must have printed name and license number of design professional
- Project Name
- Development/Owner
- Development Type
- Engineer, Surveyor, Architect, and Landscape Architects Names, Addresses, and Phone Numbers
- Parcel Number
- Legal Description of the Property

- Date
- North Arrow
- Scale minimum of 1 inch = 60 feet
- Vicinity map, drawn to scale, showing zoning of site and adjacent properties
- Existing streets, buildings, lot lines, easements, or other improvements adjacent to development
- Tabulations verifying lot coverage, residential density (if applicable), parking and loading (numbers of spaces by type and size), tree preservation (total number of specimen trees and number preserved, and total land area dedicated to tree preservation)
- Boundary line, existing topographic, and existing wetlands survey, (six (6) copies, one (1) original signed and sealed)

Plat Requirements

- Boundary line of project with legal description and area in acres of the property. Show radii, arc distances and central angles for all curves. Non-tangential curves must also include the chord bearing and distances. Provide distances for interior property lines.
- Name and Address of firm preparing the plat is required on each sheet
- Name and Registration number of Professional Surveyor is required on each sheet
- Minimum scale: 1" = 100' with a graphical scale on each sheet with North Arrow
- Sheet numbers and match lines when required with index or key map showing sheet numbers located on the title sheet
- If part of a previous subdivision plat, show previous plat as shaded
- List building setbacks on each sheet
- General Notes to appear on each sheet
- Label all parcels not part of the subdivision
- The purpose of all dedicated areas is stated on the plat
- Real property description (Legal Description) shown on the plat. Any discrepancies between the legal description and any previously recorded adjacent plat boundaries noted on the plat drawing
- Adjoining property owners noted along with intersecting parcel boundaries
- Adjacent and encroaching right-of-ways and easements with name, type and width. Note street or rights-of-way that are not physically open.
- Open and notorious evidence of boundary lines such as fences, walls, buildings, monuments, etc. with dimension to the boundary line.
- Visible encroachments such as pavement, building, walls, etc. shown
- A copy of the Plat on CAD computer disk

Engineering and Utility Plans

- Composite plan showing all utility and drainage lines
- * Individual profile sheets for all storm and sanitary sewer lines, manholes, inlets, line size lengths, materials, slopes, inverts, top elevations, existing and proposed ground elevations, utility conflicts and pipe crossings. Minimum scale: Horizontal 1"=40', Vertical: 1"=4'
- Calculations justifying the sizing of water, sewer, and reclaimed water utility lines demonstrating compliance with SJRWMD and City of Port Orange LDC Chapter 10 requirements
- Grading Plan of existing and proposed contour lines, on and off-site, at a minimum of one (1) foot intervals with minimum proposed finished floor elevations, drainage flow arrows, and spot elevations
- Drainage basin map showing existing and proposed topography at one-foot contours
- City of Port Orange General Construction Notes and Applicable Standard Details
- * Demolition/Erosion and Sedimentation Control Plan (SWPP)

- Flood Zone Information, with the Base Flood Elevation and Floodway details
- Distance to nearest fire hydrants
- Sanitary sewer, lift station, valves, reclaimed water and domestic water hydraulic network calculations justifying line and facility size (one (1) copy)
- * Construction cost estimate (one (1) signed and sealed copy)
- Copies of letters to franchise utilities (one (1) each)
- * Copies of FDOT/Volusia County Right-of-way Use Permit Application (three (3) copies)
- Copies of HRS Domestic Water, Reclaimed Water and DEP Sewer Collection Permit Applications (three (3) copies)
- Soils report (two (2) signed and sealed copies)
- Drainage/Stormwater calculations (two (2) signed and sealed copies)

Landscape Plans

- Landscape plans (six (6) copies, one (1) signed and sealed)
- Existing tree survey (six (6) copies, one (1) signed and sealed. Survey may not be more than one year old.)
- Clearing plan (six (6) copies)
- Buffers shown and noted on plans as to type and requirements
- Specimen Tree Calculations, indicating total number of specimen trees onsite and number required to be saved
- Tree preservation (15%) Calculations
- Tree preservation areas clearly shown on the plans
- Location of specimen trees clearly shown on plans and those to be preserved along with required conservation easements
- Location of existing and proposed underground and overhead utilities
- Location of proposed freestanding signs associated landscaping
- General notes including material specifications, mulch requirements, fertilization, installation, etc.
- * Copy of Wetland Mitigation Permit (for wetlands ½ acre or greater) (four (4) copies)
- Listed species report (one (1) copy)
- * Copies of Permit Application for plant and/or animal relocation or removal for Listed and Protected Species (one (1) copy)
- * Irrigation plans (six (6) copies). Low volume irrigation plans and calculations

Traffic

- Traffic Impact Analysis (2 copies)
- General Traffic Flow of Adjacent Roads
- Construction traffic, parking, and phasing
- Posted speed limits of Adjacent Streets
- Vehicular Access Point (entrances), with sight distances labeled from 10 from behind stop bar
- Lighting plan for Sidewalk, Bikepath, and Freestanding light poles
- Sidewalk/bikepaths (label size and provide details)
- Traffic Control Signage and Pavement Marking Plan

Architecture and Signage

- Architectural Building elevations (six (6) copies). Showing all sides of building, color and materials)
- Elevations of proposed freestanding signs indicating type, material, color, and dimension
- Uniform Sign Program for multi-tenant developments depicting type, color, dimension, and location (*)

Documents that may be required at a later date, if applicable:

- Fair-Share Agreement
- Public Improvement Agreement
- Subdivision Improvement Agreement
- Easement documents

* May be deferred until site and landscape issues have been substantially resolved.