



# PETITION FOR FINAL SUBDIVISION PLAT APPROVAL

City of Maitland  
1776 Independence Lane  
Maitland, Florida 32751  
407-539-6212

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### General Summary

The following is a guide designed to assist those persons who wish to subdivide and develop land within the corporate limits of Maitland. As such, it does not assure any approvals.

1. The final subdivision plat and supplementary material must be submitted within twelve (12) months after approval of the preliminary plat. The final plat shall conform substantially to the preliminary plat, as approved.
2. All applications for a final subdivision plat shall be submitted to the Community Development Department. Applications must be submitted no later than noon, at least forty (40) days prior to the first Thursday of any month in which the petitioner desires the application to be heard.
3. A \$5,000 review deposit, payable to the City of Maitland, must accompany this application, as specified in Article XVI, Chapter 7.5<sup>1</sup> (Section 7.5-143) of the City Code. *[The review deposit shall be utilized by the City to reimburse the City for the actual expenses incurred by the City as a result of the review of the development application. A waiver of this requirement may be acceptable under certain conditions, as specified in Section 7.5-143 (c).]*

The application fees are as follows:

- \$300 + \$10 per residential lot
- \$300 + \$50 per acre for commercial platting
- A surveyor conformity review fee of \$650 for a single lot plat + \$15 for each additional lot (each additional review of same plat = \$255 + \$10 for each addition lot)

If waiver of the review deposit is approved, a minimum payment of the application fee plus \$300 for advertisement costs for Board reviews and postage cost per mailing item must be submitted with the application. If additional fees exceeding \$300 are incurred, you will be billed under separate cover.

Application fees must be submitted at the time of application. Submittals without applicable fees will not be reviewed. The application fee is not refundable. Likewise, the applicant will pay for all advertisements of hearings concerning the application.

4. Within five (5) days of submission, the Community Development Department will review the petition for sufficiency and completeness and will accept it or request corrections. If corrections are requested, the applicant has five (5) days to make all requested changes. If all information is not submitted as required, the application will not be considered complete and will not be accepted. The applicant will forfeit the application fee, and the application will not be processed. The balance of the review deposit shall be returned to the applicant as provided for in Article XVI, Chapter 7.5 (Section 7.5-144 Project Account) of the City Code.

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<sup>1</sup> A copy of Ordinance No. 1160 creating Part II, Chapter 7.5, Article XVI, Section 7-5.2 – Pass-Through Fees is located via the internet at [www.itsmymaitland.com](http://www.itsmymaitland.com) (On-line Forms – Petition Application Forms).

5. The Development Review Committee will hold a meeting to review the petition for any deviations from the approved plat and plans. The applicant should attend in person or by representative agent.
6. A Planning and Zoning Commission<sup>2</sup> meeting will be held the first Thursday of the month following submittal of the final plat and engineering designs.
7. The applicant must pay all final fees, fulfill land/fee dedication requirements and submit a performance bond. A performance bond is equal to 110% of the sum of the engineering and construction cost, including landfill, as determined by a construction contract proposal as prepared by a properly licensed contractor and approved by the Public Works Director.
8. At a regularly scheduled meeting, the City Council shall accept, accept with modifications or reject the final subdivision plat. Failure to comply with the provisions of these regulations and other applicable statutes and ordinances shall be cause for refusing to accept the final plat.
9. Submit the linen for signing by the Mayor and the Planning and Zoning Commission Chairman. It is the applicant's responsibility to record the final plat at Orange County.
10. Upon completion of all work under the bond, the developer shall submit a statement to the City Manager, certified and scaled by a professional engineer registered in the State of Florida, stating that the work has been entirely completed and that it conforms in all respects to the final plat and plans for required improvements.
11. Prior to the release of the performance bond, a maintenance bond must be submitted to the City in the amount of 10% of the sum of the engineering and construction costs.

**Please Note: Once a hearing is scheduled and advertised, the deadline for cancellation is no later than five (5) working days prior to the hearing. There is a \$50 fee in addition to postage cost for each mailing item, as well as payment for the hearing cancellation notice in the newspaper and for re-advertising the hearing at a later date.**

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<sup>2</sup> The Planning and Zoning Commission of the City of Maitland, Florida, also sits as the Local Planning Agency and the Land Development Regulation Commission.

Petition Number \_\_\_\_\_  
(office use only)



City of Maitland  
1776 Independence Lane  
Maitland, Florida 32751

## PETITION FOR FINAL SUBDIVISION PLAT APPROVAL

### PART I. APPLICANT INFORMATION (Part I to be submitted in triplicate.)

*Please check box to indicate those who should receive all correspondence relating to this petition.*

1. APPLICANT'S NAME \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

*(If more than one applicant, please attach list and signatures.)*

2. CURRENT PROPERTY OWNER'S NAME(S) \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

*(Provide for each owner of real property that is subject to petition; please attach list and signatures.)*

3. AGENT'S NAME \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

*(If more than one agent, please attach list.)*

4. ENGINEER'S NAME \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

*(If more than one Engineer, please attach list.)*

5. Gross Acreage \_\_\_\_\_ Net Acreage \_\_\_\_\_ Parcel I.D. \_\_\_\_\_

6. APPLICATION CERTIFICATION:

I certify that, to the best of my knowledge, the submitted information and statements are true and correct.

I have received and read the Public Summary Information, which outlines the Final Subdivision Plat procedure.

*(Attach signatures as required.)*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**NOTE:** Any desire to amend or withdraw application must be submitted in writing to the Community Development Department. If ownership of any part of or all of the real property subject to the petition shall change during the pendency of the petition, the petitioning owner who has conveyed said parcel of real property shall be required to immediately advise the Community Development Department in writing.

## **PART II. REQUIRED APPLICATION INFORMATION**

### **1. FEES.** (Payment required upon application submission)

- A \$5,000 review deposit, payable to the City of Maitland, as specified in Article XVI, Chapter 7.5 (Section 7.5-143) of the City Code. *[The review deposit shall be utilized by the City to reimburse the City for the actual expenses incurred by the City as a result of the review of the development application. A waiver of this requirement may be acceptable under certain conditions as specified in Article XVI, Chapter 7.5, Section 7.5-143 (c) of the City Code.]*
- The application fees are as follows:
  - \$300 + \$10 per residential lot
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- If waiver of the review deposit is approved, a minimum payment of the application fee, the surveyor conformity review fee, plus \$300 for advertisement costs for Board reviews and postage cost per mailing item must be submitted with the application. If additional fees exceeding \$300 are incurred, you will be billed under separate cover.

2. **AUTHORIZATIONS.** If the applicant or agent is other than the property owner, the applicant or agent shall provide a notarized letter of authorization from the property owner.

3. **ENGINEER'S NAME.** The name of registered engineer(s), if applicable, responsible for the plat and supporting data.

4. **PLAT SUITABLE FOR RECORDATION.** The plat shall be clearly and legibly drawn in a format as required for filing for record in Orange County, in accordance with the design standards and provisions of Chapter 177, Florida Statutes.

**Part III. REQUIRED SUPPLEMENTAL INFORMATION.** Submit two sets of all plans and supplemental materials until application has been deemed sufficient. When sufficient, all supplemental information shall be submitted in sets of twenty-two (22) copies. All plans submitted must be in sets of **12 full-size** and **10 half-sheet** sets.

1. **PLAT PLAN REQUIREMENTS.** Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. For large subdivisions, the final plat may be submitted for approval or acceptance progressively, in contiguous sections, satisfactory to the Planning and Zoning Commission. The plat shall also include the following:

- a. North arrow, graphic scale, date, and basis of bearing, (desire true bearing).
- b. Subdivision name or identifying title and name of recorded owner.
- c. Boundary survey and the legal description of the property, prepared by a surveyor registered by the state of Florida under a surveyor's seal and certified to the City.
- d. Subdivision to be referenced to nearest section corner.
- e. Location and description of all permanent reference monuments and a statement attesting that the permanent reference monuments have been established according to law and these regulations.
- f. Primary control points, approved by the City Public Works Director, or descriptions and "ties" to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
- g. Property lines of residential lots and other sites, with accurate dimensions, bearing or deflection angles and radii, acres and central angles to all curves. Distances to be accurate to hundredths of a foot and angles to the nearest second.
- h. The exact names, locations and widths, along property lines, of all existing or recorded streets intersecting or paralleling the boundaries of the tract.

**Part III. SUPPLEMENTAL INFORMATION (Continued)**

- i. The exact layout including street and alley lines and rights-of-way; street names, bearings and widths (including widths along the lines of any obliquely intersecting streets); lengths of arcs and radii, points of curvature and chord and length bearings; points of tangency or nontangency intersects; all easements owned by, or rights-of-way provided for, public utilities; all lot lines with dimensions in feet and hundredths and with bearings of angles (if other than right angles) to the street and alley lines. All street names shall conform to the city system.
  - j. Lots to be numbered in consecutive numerical order and blocks to be lettered in alphabetical order.
  - k. The accurate outline of all property which is to be dedicated, reserved or proposed for public use, including drainage courses and easements and all property that may be reserved by covenants in deeds for the common use of the property owners in the subdivision, with the purposes indicated thereon.
  - l. References to recorded subdivision plats of adjoining platted land by record number, name and date and adjacent portions of which may be shown in outline form. Adjacent, unplatted land shall be indicated by the words "not platted".
  - m. Space and form for the following necessary acceptances or approvals: (1) Chairman of the Planning and Zoning Commission; (2) Mayor of the City; and (3) Orange County Clerk of the Circuit Court.
  - n. Unreserved dedication (on the plat) which authorizes the City's right of entry into perpetuity to reconstruct, repair, inspect and maintain all facilities on, or in a dedicated right-of-way, which may have been constructed or installed for the public good and welfare and which may include any or all of the following: streets, alleys, gutters, curbs, sidewalks, street signs and posts, parks and parkways, water lines, sanitary sewers, storm sewers and their accoutrements, utility lines to include a minimum power, telephone, telegraph and television cable service, street lights and poles, power and transformer stations, sewage lift stations and all other facilities that shall be construed to be for the public good and welfare. Such dedication shall be subscribed to by the legal and equitable owners of such lands, which dedications shall be checked for accuracy of description by the Director of Public Works and attested by a notary public.
  - o. Dedications providing the City the right to clear trees, brush or any other impediment to reconstruction, maintenance, inspection or repair of the above listed facilities and providing prohibition against all others from planting, constructing or placing any object on the dedicated right-of-way without the explicit written permission of the Director of Public Works of the City.
2. **CONSTRUCTION DETAILS.** Cross-sections and profiles including, but not limited to, streets and any necessary drainage facilities shall be drawn to City standard scales and elevations shall be based on the United States Coast and Geodetic Survey datum plane. Likewise, locations and elevations of all walls, fences and entrance features, proposed for the subdivision to be maintained by the property owners, shall be included.
  3. **PROTECTIVE COVENANTS,** if any, in form of recording (all covenants are non-discriminatory in regard to race, color or creed).
  4. **TAX/LIEN INFORMATION.** Provide evidence to support that all taxes and improvement liens against the subject plats have been paid or discharged.
  5. **FINAL SUBDIVISION PLAT APPROVAL APPLICATION CHECKLIST.** The checklist is to be completed and submitted with the application.

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**FINAL SUBDIVISION  
PLAT APPROVAL  
APPLICATION CHECKLIST**

The following items must be included with the application before it can be deemed sufficient. If all items on this application are not addressed, the application for Final Subdivision Plat Approval **MAY BE DEEMED INSUFFICIENT**. Please check a Yes or No for **each** of the items listed below:

**YES NO**

1. Survey signed and sealed Certified to the City of Maitland.
2. I understand if my application and plans are not complete, it WILL NOT BE REVIEWED.

**CERTIFICATION**

I do hereby certify that I, the undersigned, have read the above information and have full understanding to the best of my knowledge and belief that all information supplied with this application is true and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Owner  Applicant

\_\_\_\_\_  
Print Name

# FINAL SUBDIVISION PLAT APPROVAL PROCESS

