



<p>FOR OFFICE USE ONLY</p> <p>Case #: _____</p> <p>Application Fee: \$ _____</p> <p>Filing Date: _____</p> <p>Completeness Date: _____</p> <p>Review Type: P&Z; CC</p>

Major Subdivision – Preliminary Plat Application

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

A. PROJECT

1. Project Name: _____
2. Pre-Application Conference Date: _____
3. Neighborhood Meeting Date: _____
4. Phase/Unit Number (if applicable): _____
5. Number of proposed lots/dwelling units: _____
6. Housing Type (i.e., attached/detached units): _____
7. Address of Subject Property: _____
8. Parcel ID Number(s): _____
9. Existing Use of Property: _____
10. Future Land Use Map Designation: _____
11. Zoning Designation: _____
12. 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: _____
2. Has the applicant discussed possible utility/infrastructure fees with the Public Services Department?
 If no, contact the Public Services Department at 386-418-6140. Yes No

D. ATTACHMENTS

1. Plans, 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 ½" top, bottom, and right margins.
 - b. Graphic scale, not to exceed one (1) inch equal to 200 feet and one (1) inch equal to 50 feet for detailed plan sheets.
 - c. Proposed name of subdivision.
 - d. Name, address, telephone number, and email address of the property owner, agent (if applicable), and developer.
 - e. Name, address, telephone number, email address, and registration numbers of surveyor of record and professional engineer of record.
 - f. Boundary and topographic survey. Survey shall be signed and sealed by the surveyor, and shall be no older than two (2) years.
 - g. Vicinity map - indicating general location of the site and major adjacent streets and all adjacent properties, section lines and quarter section lines. The vicinity map shall be drawn to show clearly the information required, but not less than one (1) inch to 2,000 feet.
 - h. Legal description of the property to be subdivided.
 - i. Zoning of all adjacent property.
 - j. Acreage of adjacent land. If adjacent land is within a subdivision, identify the subdivision name, and recording information.
 - k. Preliminary layout of subdivision including, at a minimum, the location of streets, easements, lot lines with approximate dimensions, building setbacks for all lots, and land to be reserved or dedicated for public or common uses.
 - l. Lot numbers. Additional phases of existing subdivisions shall continue numbering from previous phases.
 - m. Proposed method of water supply, sanitary sewer disposal, and electric service.
 - n. Natural features, including streams; lakes; wetlands; water courses; and required buffers from such features dimensioned on the preliminary plat; wooded areas; and land designated as a special flood hazard area on FEMA FIRM panels.
 - o. Surface drainage and direction of flow and method of detention and retention.
 - p. Inscription stating "NOT FOR FINAL RECORDING".
2. 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.
3. 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).
4. 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).
5. Neighborhood Meeting Materials, including:
 - i. Copy of the required published notice (advertisement) – must be published a newspaper of general circulation, as defined in Article 10 of the City's Land Development Regulations;
 - ii. Copy of written notice (letter) sent to all property owners within 400 feet and to all persons/organizations registered with the City to receive notice, and a copy of the mailing labels or list of those who received written notice; and,
 - iii. Written summary of meeting – must include (1) those in attendance; (2) a summary of the issues related to the development proposal discussed; (3) comments by those in attendance about the development proposal; and, (4) any other information deemed appropriate.
6. If the development will include single family or multifamily residential uses, City of Alachua Public School Student Generation Form.
7. Legal description with tax parcel number: (1) on 8.5" x 11" paper; and (2) electronic file in Word format.
8. Proof of ownership (i.e., copy of deed).
9. Proof of payment of taxes.

10. Traffic Impact Analysis or Statement, as deemed applicable to the project by the City of Alachua in its sole discretion.
11. Environmental Assessment or Study, as deemed applicable to the project by the City of Alachua in its sole discretion.
12. **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 applicable 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 FLORIDA
COUNTY OF ALACHUA

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online notarization, this
day of _____, 20____, by _____ who executed the same
and has _____ produced _____ as identification or _____ is personally known to me.

Signature of Notary

Print Name: _____
Notary Public, State of Florida

My Commission Expires: _____