



The City of Melbourne



Planning & Economic Development p&z@melbourneflorida.org
900 E. Strawbridge Avenue • Melbourne, FL 32901 • Phone: (321) 953-6209

APPLICATION FOR PRELIMINARY PLAT

Date Received: _____ City Subdivision Project No. _____

This application must be completed and returned to the Planning and Economic Development Department of the City of Melbourne, Florida, along with all required documents. The application will then be reviewed by staff and referred to the Melbourne Planning and Zoning Board for study and recommendation to the City Council. A change in zoning usually takes about 16 weeks.

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

2. OWNER OF PROPERTY: (Print) _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ FAX: _____
E-MAIL ADDRESS: _____

3. If Applicant or Owner cannot attend the Planning and Zoning Board and/or City Council Meetings, please list the name of a Representative who will make the presentation, answer questions, or make decisions for the Applicant or Owner.

REPRESENTATIVE NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ FAX: _____
E-MAIL ADDRESS: _____

4. Name of Project: _____

5. Parcel ID Number (Property ID Number):
TWP: _____ RNG: _____ SEC: _____ SUBD: _____
BLK: _____ PARCEL/LOT (if applicable): _____
Tax Account Number(s): _____

6. Highway & Street Boundaries: _____

7. Size of area covered by application: (acreage must agree w/legal and survey) _____
8. Future Land Use: _____ Zoning: _____
9. Type of Proposed Development _____
 Number of lots proposed: _____
 Total acreage of common areas _____
 Density: _____
10. Variances (existing or applied for) on subject property _____
11. Is the project proposed as an affordable housing development. _____ Yes _____ No
 (If yes, submit Notice of Affordable Housing Project)
12. The following items are needed to complete this application for review: (Also see City Code, Chapter 29, Sec. 29-5)
 - a. _____ Preliminary Plat review fee of \$1,134.00 or \$6 per lot, which ever is greater. Please submit fee in CASH or CHECK drawn to the order of the City of Melbourne.
 - b. _____ 14 **Folded** Preliminary Plat prints (two (2) of which must be signed and sealed) showing vicinity map, legal description, and phasing.
 - c. _____ Two (2) Preliminary Construction Plan Prints/Sets containing typical cross-sections of proposed grading, roadways, sidewalks, and bicycle routes, easements and preliminary layout of water distribution, a tree survey, lot and street layout, and topographic/contour information super-imposed on a single plan sheet. Do not include detailed construction information.
 - d. _____ Affidavit of Ownership, if applicable.
 - e. _____ Indication of FEMA Flood Zones/special flood hazard areas.
 - f. _____ Two (2) copies of an Environmental Impact Assessment per City Code, Appendix D, Chapter 9, Article IV, when submitted with a site plan with 2 copies of a Certified Tree Survey. If the site is already developed, please submit an official request for exemption pursuant to City Code, Appendix D, Chapter 9, Article IV.
 - g. _____ The completed Concurrency Review Application.

_____ I AM THE OWNER,

_____ I AM THE LEGAL REPRESENTATIVE OF THE OWNER (Attach Affidavit of Ownership) 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 sketches 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 City or agent thereof the authority to duplicate, disseminate, and reproduce any and all items submitted as part of this request, whether copyrighted or not.

_____ DATE

_____ SIGNATURE OF APPLICANT

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ day of _____ ,
 20 _____ By _____
 (Applicant)

who is personally known to me or produced _____
 I.D. and did take an oath.

_____ NOTARY PUBLIC, State of Florida at Large

My Commission Expires: _____

Notice: A Final Plat must be submitted to the City Council within one year of the Preliminary Plat Approval. Failure to submit the Final Plat within one year shall cause the Preliminary Plat to expire. However, a time extension may be requested and granted by the City Council upon written request and filing of a Preliminary Plat Extension Application. Construction plans may be submitted to the Engineering Department following the approval of the Preliminary Plat by City Council.

This application must be completed and returned to the Planning and Economic Development Department, Planning and Zoning Division, with all the required exhibits. The Planning and Economic Development Staff and other applicable City Departments will then review it. Following staff review, your request will be sent to the Planning and Zoning Board for public hearing, consideration, and recommendation. The petition and the Planning and Zoning Board's recommendation will then be forwarded to City Council for action. This will also be a public hearing. If the request is approved and an ordinance is required to implement the action (zoning, rezoning, conditional use, comprehensive plan amendment) the request will appear before the Council twice, once as a first reading of the ordinance and once as a second reading and public hearing of the ordinance. The applicant as identified on the petition, will be advised of all of the dates and times of the public hearings by mail, and will receive an agenda and staff recommendation. The applicant will receive a letter from the City Clerk notifying the applicant of the final action by the City Council.

The applicant, the applicant's representative as stated on the application, or the applicant's attorney should appear at the public hearings. If photographs, documents, maps or other materials are provided to the Board or the Council as evidence at a public hearing, those must be retained by the Secretary or the City Clerk and become part of the official record. By law those instruments become public records and cannot be returned to you. Please make copies of any materials you wish to retain.

Most public hearings before the Planning and Zoning Board and City Council regarding land development are considered quasi-judicial in nature. This means that the Board or Council is sitting as a judge would sit in a courtroom and that the decision made should be a result of the competent and substantial evidence presented at the hearings. All evidence should be presented at the public hearings. Appeals to the court are based on the evidence presented at the public hearings. Applicants or interested individuals may **CONTACT, IN PERSON, BY PHONE, OR IN WRITING, ANY OF THE PLANNING AND ZONING BOARD MEMBERS AND/OR CITY COUNCIL MEMBERS WHO WILL BE MAKING DECISIONS ON THE ACTION. HOWEVER, SUCH BOARD MEMBER OR COUNCIL MEMBER IS REQUIRED TO PUBLICLY DISCLOSE SUCH CONTACT, CONVERSATION, OR LETTERS RECEIVED.**

If you wish to appeal any determination of the City Council, you will need a verbatim transcript of the record and copies of all the evidence presented. It will be your responsibility to make arrangements for the preparation of that verbatim record and/or copies of documents at your expense.

Attachment to all land development applications: Zoning, rezoning, conditional use, site plan approval, plat approvals, parking lot in a residential district, vested rights, and comprehensive plan amendment.