



City of Melbourne



Planning & Economic Development Department
900 E. Strawbridge Avenue • Melbourne, FL 32901
Phone (321) 608-7500 • Fax (321) 608-7519 • E-Mail: p&z@melbourneflorida.org

APPLICATION FOR FINAL PLAT

Date Received: _____ City Subdivision Project No. _____

This Final Plat application must be completed and returned with all enclosures, reference Item No. 10 below, to the Planning and Economic Development Department of the City of Melbourne. The application will then be referred to the Planning and Zoning Board for study and recommendation before forwarding to the City Council for its review and approval/disapproval. No sale of lots shall be consummated, and no street shall be accepted and maintained by the City, nor shall any permit be issued for the construction of any house until the Final Plat is approved and recorded except as provided for in City Subdivision Regulations.

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.
Authorization to Represent Required

Representative Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
E-Mail Address: _____

4. a. Name of Project/Subdivision and Subdivision Number: _____
b. Former/Previous Names: _____

5. Size of specific are covered by application: (acreage must agree with legal and survey) _____

6. Date of Preliminary Plat approval by City Council: _____
7. Future Land Use: _____ Zoning: _____
8. Type Of Proposed Development: _____
 Number of lots proposed: _____ Total acreage of common areas: _____
 Number of Phases: _____ Density: _____
9. Variances existing or applied for on subject property: _____

10. The following items are needed to complete this application for review:
- a. _____ \$794.00 Application Fee. (Please submit fee in cash or check made payable to the City of Melbourne.)
 - b. _____ Final Plat Legal Review
 _____ Minor (less than eight lots and no internal roadway) = \$500.00 plus \$150/hour over first five hours; or
 _____ Major (eight or more lots and/or inclusion of internal roadway) = \$1,000.00 plus \$150/hour over first five hours
 - c. _____ 15 **Folded** Final Plat prints (two (2) of which must be signed and sealed) showing vicinity map, legal description, phasing, and standard notes as required by law.
 - d. _____ Copy of the Development Order with noted stipulations imposed by City Council's Preliminary Plat approval.
 - e. _____ Proof of Ownership - Warranty Deed Preferred **(if a Corporation, Partnership, LLC or Trust, provide proof of authority to authorize request)**
 - f. _____ Four (4) certified surveys (minimum of two (2) must be sealed).
 - g. _____ Joinders in Dedication (if land is mortgaged) or Release of Mortgage.
 - h. _____ Stormwater maintenance agreement (executed).
 - i. _____ Homeowner's Association documents: corporate Charger and Articles of Incorporation (marked "FILED" by the Secretary of State); Bylaws; and Declaration of Covenants, Conditions and Restrictions to include maintenance of common areas and stormwater retention areas.
 - j. _____ Instruments indicating all necessary off-site easements or dedications acquired.
 - k. _____ Title Opinion by an attorney licensed in Florida or a title insurance company. (Title Opinion must be no less than 90 days old at time of plat recording.)
 - l. _____ Performance bond, Tri-Party Agreement, Letter-of-Credit or other acceptable surety in the amount of 110% of construction cost prior to recording and the final plat recorded prior to installation of utility systems and improvements. Agreement to be accompanied by a construction loan and a copy of improvement-cost contract.
 - m. _____ Tax receipts.
 - n. _____ Water and/or Sewer Utility Agreement (copy acceptable).

- o. _____ Letter from SJRWMD acknowledging receipt of Homeowner's Association documents.
- p. _____ Brevard County 911 Street Name Approval.
- q. _____ Unexecuted Deeds conveying common areas to the Homeowners Association or other entities.
- r. _____ Other documentation (i.e. Traffic Signalization Agreement, Bikeways Trust Fund Payment, if applicable, Wall/Landscape Agreement, Bill of Sale of Utilities, Special Easements, etc.) as listed.

****RECREATION IMPACT FEES ARE NOT REQUIRED AT THE TIME OF ISSUANCE OF A CERTIFICATE OF COMPLETION FOR INDIVIDUAL RESIDENTIAL UNITS.**

_____ *I understand and agree that approval of the final plat and subsequent plat recording does not guarantee a vested right to issuance of a final development order/building permit unless all impact fees are paid in full. Failure to pay all impact fees in full could result in the loss of the reservation of capacity. ****Please Initial****

_____ **Notice: The applicant, upon satisfaction of all conditions of plat approval, shall record the Final Plat in the Public Records of Brevard County. The applicant shall be responsible for submitting checks to the City payable to the Clerk of the Court and the Property Appraiser for recording and reproducing plat and documents for submittal to the city.**

Signed and sealed
in the presence of:

OWNER(S):

Signature of Witness #1

Owner 1 Printed Name

Name Printed/Typed

Owner 1 Signature

Signature of Witness #2

Name Printed/Typed

STATE OF _____
COUNTY OF _____

The foregoing Owner Consent was acknowledged before me this ____ day of _____, 20__, by _____, who is personally known to me OR who has produced _____ as identification.

My commission expires:

Notary Public

Signature of Witness #1

Owner 2 Printed Name

Name Printed/Typed

Owner 2 Signature

Signature of Witness #2

Name Printed/Typed

STATE OF _____
COUNTY OF _____

The foregoing Owner Consent was acknowledged before me this ____ day of _____, 20__, by _____, who is personally known to me OR who has produced _____ as identification.

My commission expires:

Notary Public

This application must be completed and returned to the Planning and Economic Development Department, 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 record 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.

**PLANNING AND ZONING BOARD / CITY COUNCIL
AUTHORIZATION TO REPRESENT**

I, _____, owner of the following described property:

PROPERTY ADDRESS: _____, hereby authorize the following named individual to appear on my behalf before the Planning and Zoning Board / City Council public hearing for _____.

AUTHORIZED REPRESENTATIVE: _____

BY: _____
PROPERTY OWNER

STATE OF FLORIDA
COUNTY OF BREVARD

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____ who is personally known to me, or who has produced _____ as identification and who did (did not) take an oath.

NOTARY PUBLIC

NAME: _____

TITLE: _____

COMMISSION NUMBER: _____