

Final Plat Application Submittal Instructions

A Final Plat is a delineated representation of the subdivision of lands, and other information in compliance with the requirements of all applicable sections of City Code, F.S. Ch. 177, and other land development regulations. Upon submittal of a complete application and payment of fees, the request be reviewed by staff and may be administratively approved by the City of Melbourne Administrative Authority (consistent with s. 177.071 F.S.). The Final Plat process usually takes approximately 3 to 5 months, depending on the need for additional applications (such as a Subdivision Variance, Waiver of Visual Screen, Developers Agreement, etc.).

The application is submitted online at the Citizen Self Service Portal:

https://energovweb25.mlbfl.org/energov_prod/selfservice/#/home, including all required documents.

The information marked with a star (★) must be provided to be able to submit the project.

Online Application Information Needed:

The application should include descriptive language that provides a clear understanding of the present conditions, proposed changes, and resulting outcome. The following information will be required to be considered a complete application:

Location	Insert the property address either by searching the address or tax account number, or entering the address manually.
Plan Type	This will autofill with “Final Plat”
Description★	The application should include descriptive language that provides a clear understanding of the present conditions, proposed changes, and resulting outcome.
Contacts	Provide contact information for the following including address, email, and phone number: • Applicant address, email and phone number (always required) • Property Owner address, email, and phone number (always required) • Any Representatives (e.g. Applicant, Engineer, Property Owner, Representative) <i>Contacts listed without address, email and phone number will deem the application as incomplete.</i>
Name of Project★	Provide the name of the project.

Pre-Plat Number★	Insert the preliminary plat number for this project. This number must be provided.
ENGR Number	Insert the ENGR number for this project.
Area of Development	This is the acreage for the proposed development area. This acreage could be a portion of a larger parcel, for example, a 50-acre parcel has a master development plan and what is being submitted is only a 5-acre portion. The area of development would be 5-acres.
Use Type★	Please select one of the use types from the three options below: • Commercial • Mixed-Use • Residential
Lot Information★	Lot information is required. Select from the following: • 7 Lots and no internal roadway. • 8 Lots or more and/or has internal roadways
Number of Proposed Lots★	Enter the number of proposed lots.
Proposed Density	What is the proposed density of the development?
Dedicated Right-of-Way	Check the box if a dedicated right-of-way is proposed.
Number of Proposed Development Phases	Enter the proposed number of phases for this development.
Existing Uses on Property	Is there anything currently developed on the property (a house, a commercial building, etc.) or is the property vacant/undeveloped?
Square Footage of Existing Use	What is the current square footage of any existing use(s)?
Proposed Uses on Property	What is the proposed use of the property? Is there more than one use proposed? If so, please provide all uses.
Square Footage of Proposed Use	What is the square footage of the proposed use? Please provide the square footage of all proposed uses.

Proposed Floor Area Ratio	The Floor Area Ratio (FAR) is the total amount of non-residential gross floor area of all buildings on a lot in relation to the total square footage of lot area. FAR is expressed as a ratio and is calculated by dividing total floor area by lot size. For example, a FAR of one means one square foot of floor area for every square foot of lot area. The total gross square feet calculated using the assigned floor area ratio shall include all enclosed areas including mezzanines and lofts; mechanical rooms; closets, storage areas, and built-in cabinets; and floor areas used by interior and exterior stairways, elevators, and escalators. The calculated floor area ratio <u>shall not</u> include such features as parking lots or structures; porches, balconies, and patios not enclosed by solid walls, aerial pedestrian crossovers; open or partially enclosed plazas; and exterior pedestrian and vehicular circulations areas.
Are additional applications required	Does the request require other development applications (such as a rezoning, or preliminary plat, a waiver, etc.)?
Affordable Housing Project★	Please confirm whether this is an affordable housing project. • Yes • No
Are there any Subdivision Variances Requested?	Provide information on any Subdivision Variance that you will be requesting.

Attachments for this Application:

This application also requires that certain attachments be uploaded. An application may be saved as “draft” if additional documents are required or information needs completion before the final “submit” on the application.

- *All documents must be submitted in a PDF format.*
- *File names should match the file category, i.e. "Construction Plans.pdf" not "25879_xp Mlbofc_QT.pdf". Please limit file name to less than 30 characters.*
- *Please sign all documents with BLUE ink.*

REQUIRED DOCUMENTS ★

★ **Boundary Survey with Legal Description:** A Boundary survey of the subject property including acreage.

★ **Joinders in Dedication or Release of Mortgage:** Joinders in Dedication or Release of Mortgage required for Final Plats.

SUPPORTING DOCUMENTS

- ★ **Owner Affidavit (Signed & Notarized):** Please submit the appropriate form(s) **Individual Owner** or **Corporate Owner**. If a representative will be appointed, please submit a fully executed **Authorization to Represent Form**.
- ★ **Plat Plan – Final:** Final Plan Plan (signed and sealed by Engineer, Architect, or Surveyor).
- ★ **Preliminary Plat Final Order (for Final Plat):** Copy of the Development Order with noted stipulations imposed by City Council's Preliminary Plat approval.
- ★ **Proof of Ownership:** Proof of ownership is required for development projects. A Warranty Deed is preferred. If a Corporation, Partnership, LLC, Trust owns the property provide proof of authority to authorize request.
- ★ **Title Opinion Plats:** A current Title Opinion is required.

(These are the supporting documents necessary for the request, such as a draft agreement, studies, reports, photographs, etc.)

- **Authorization to Represent Form (Signed & Notarized).** If the applicant or owner cannot attend the Planning & 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.
- **Binding Lot Agreement:** A Binding Lot Agreement is a legal document that ties off-site parking to a development, which is agreed upon by all affected parties.
- **Brevard County School Board Concurrency Form – Residential Uses:** A completed School Concurrency Review Form is required for residential projects.
- **Brevard County 911 Street Name Approval:** Brevard County 911 Street Name Approval, as applicable.
- **HOA Documents (Final Plats):** A copy of the proposed Homeowners/Property Owners Association documents.
- **Off-site Easements/Dedications (Final Plat):** Instruments indicating all off-site Easements or Dedications for Final Plat review.

- **Other Documents as Needed:** Additional documents that pertain to project submittal.
- **Performance Bond/Acceptable Surety (Final Plat):** Performance bond, Tri-Party Agreement, Letter-of-Credit or other acceptable surety for 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.
- **Plat – Final:** Final Plat Plan (signed and sealed by Engineer, Architect, or Surveyor).
- **Rendering:** Development projects with new buildings will require a photograph, rendering, or elevation of all sides of such building(s).
- **Review Response Letter:** This is the response letter from the Engineer of Record or Representative that addresses any comments previously provided by applicable review staff.
- **Stormwater Maintenance Agreement:** Provide a copy of the Stormwater Maintenance Agreement.
- **Unexecuted Deeds Conveying HOP/POA common areas - Plats:** These are the unexecuted Deeds conveying common areas to HOA/POA for plats.
- **Water and/or Sewer Agreement – Plats:** Water and Sewer Agreement for plats.

SIGNATURE

There are two ways to provide your signature:

1. Sign it using the mouse; or
2. Type your name and the program will provide one (as shown). Remember to toggle the “Enable Type Signature” button to use this function.

FINAL REVIEW BEFORE “SUBMIT”

At this point, review the application to make sure all items are correct and completed and that required documents are uploaded.

UPON SUBMITTAL

Once submitted, the program identifies that the application has been successfully submitted and will provide an application number. Refer to this number as necessary when communicating with City staff. Staff will perform a completeness check and send the applicant an email identifying any missing items. An invoice will be generated and sent to the billing contact once the application has been deemed complete.

The application cannot be processed until it is deemed complete.

Tracking the Status of the Application

Once the application is submitted, progress may be tracked within the EnerGov “Dashboard”.

Tip:

“Permits” are for Building Department applications and **“Plans”** are for Community Development applications.

UPDATED 01/12/26