

Preliminary Plat Application Submittal Instructions

A Preliminary 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 referred to the Planning & Zoning Board for study and recommendation to the City Council. A Preliminary Plat requires one public hearing before the Planning & Zoning Board and one public hearing by City Council. The Preliminary Plat process usually takes approximately 3 to 4 months, depending on the need for additional applications (such as a rezoning or future land use map amendment).

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

https://energovweb25.mlbfll.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 "Preliminary 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.

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 10-acre portion. The area of development would be 10-acres.
Type of Development ★	Please select one of the use types from the three options below. • Commercial • Mixed-Use • Residential
If Brevard County, Zoning	If property is located in Brevard County, what is the current Brevard County Future Land Use Map classification?
If Brevard County, Zoning	If property is located in Brevard County, what is the current Brevard County Zoning map designation?
Number of Proposed Lots ★	Enter the number of proposed lots.
Proposed Density	What is the proposed density of the development?
Is the Project Phased? ★	Please select one of the following options: • Yes • No
Affordable Housing Project ★	Please confirm whether this is an affordable housing project. • Yes • No
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 propose use of the property? Is there more than one use proposed? If so, provide all.
Square Footage of Proposed Use	What is the square footage of the proposed use? Enter “)” if the property currently has no buildings/structures.

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.
If yes, please explain	Please identify anticipated subdivision variance requests, such as (please reference the specific section of code as well): * <i>A request for a cul-de-sac longer than 1,000 linear feet per Appendix D, Chapter 8, Section 8.6(b)(4)k;</i> * <i>A request to not connect to an adjoining stub-out-street per Appendix D, Chapter 8, Section 8.6(b)(1)b;</i> * <i>A request to provide an alternative to the special residential buffer along arterial or collector streets per Appendix D, Chapter 8, Section 8.6(h).</i>
Are additional applications required	Is there another application in conjunction with this request, such as a conditional use, site plan, or engineering construction plan? If no, please type "NA"

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 ★

- ★ **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.
- ★ **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**.
- ★ **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.
- ★ **Boundary Survey with Legal Description:** A Boundary survey of the subject property.
- ★ **Rendering:** Development Projects with new buildings will require a photograph, rendering, or elevation of all sides of the building.
- ★ **Environmental Impact Assessment:** A Copy of the Environmental Impact Assessment is required for undeveloped/partially developed property consistent with Appendix D, Chapter 9, Article IV.
- ★ **Brevard County School Board Concurrency Form – Residential Uses:** A completed School Concurrency Review Form is required for residential projects.

SUPPORTING DOCUMENTS

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

- **Business Plan:** This document includes a summary of the business, principal use(s) and any accessory use(s), proposed hours of operation (including days of the week), proposed indoor and outdoor uses (music, seating, display of merchandise, etc.), whether the use is a change of use from the current business at the subject property, and any further information to support the operation of the proposed business.

- **Exhibit (Floor Plan, Basic Site Layout):** Such exhibit must be a detailed drawing, floor plan, basic site layout, etc. in Engineering or Architectural Scale (the scale must be easily interpretable by the reviewer and must delineate curb locations and property lines).
- **Other Documents as Needed:** Additional documents that pertain to project submittal.
- **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.
- **Second Review Response Letter.**
- **Signature of Applicant.**
- **Affordable Housing Use Certificate:** This is the certificate of approval through the Community Development Department for a future affordable housing development. This certificate identifies, at a minimum, the property location, total acreage of the property, type of residential development, total number of units allowed, maximum density allowed, household income levels proposed for each unit of the development, maximum building height allowed, and building style.
- **Completed Concurrency Review Application** (not required if all information is completed above).
- **Landscape Plan Required at Formal Site Plan Review:** This is a landscape plan that is required at Formal Site Plan Review (with or without conditional use requirements) when such development has specific use standards requiring a landscape plan submittal.
- **Traffic Study:** A traffic impact analysis will need to be submitted for development projects that address the City Code thresholds.
- **Usable Open Space Exhibit** (only required for PUD subdivisions).

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 will let you know that you have submitted your application successfully and will provide you with an application number. Refer to this number as necessary when communicating with City staff. Staff will let you know what is missing.

Your application cannot be processed until it is deemed complete.

Tracking Your 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