

UNPLATTED SUBDIVISION APPLICATION PACKAGE SUBMITTAL REQUIREMENTS

All Unplatted Subdivision Application Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT accepted for processing. Application Packages shall be to the submitted to the DRC Coordinator, in the Department of Planning & Zoning by calling 595-3472 to schedule an appointment Monday thru Wednesday. The deadline to submit a COMPLETE Unplatted Subdivision Submittal Package is 11:30 am each WEDNESDAY.

REQUIREMENTS: The following items shall be included in the application submittal package.

- 1) Proof that, prior to submittal of an Unplatted Subdivision Application Submittal Package, applicant scheduled, attended and completed a Pre-Application Meeting with the Plan Review Committee. To arrange this meeting, call the DRC Coordinator in the Department of Planning & Zoning at 595-3472.
- 2) One CD in PDF format containing all the items listed below.
- 3) One (1) copy of the **Pre-Application Form** completely filled out prior to submittal of the application package.
- 4) A check made out to Escambia County for the initial \$750.00 application submittal fee. Additional fees may be applicable (drainage impact fee, inspections, tree removal, etc.) once the application is approved.
- 5) One (1) copy and one (1) original transmittal letter from the applicant naming the project, identifying the materials being submitted and specifically commenting on how (if) each of the requirements in this checklist are being addressed. The project name on all documents shall be consistent.
- 6) One (1) original Development Review Application completely filled out in entirety.
- 7) A CD that contains all paper documents submitted. Each document on the CD must be in an individual PDF format.
- 8) One (1) copy of the proof of ownership (recorded deed or lease) for all (each) development parcel. Names on deed and legal description provided by the Property Appraiser must be the same.
- 9) A notarized written power of attorney or agent's affidavit authorizing a person (e.g., project engineer) other than the owner(s) to act on his behalf during the development review process.
- 10) A copy of the Subdivision and Street Name Approval Letter provided by the Addressing Department, if new roads are proposed.
- 11) Restrictive Covenants, if any, indicating that the street(s) is (are) private street(s), if applicable (LDC 4.01.05.B.) The applicant is responsible for recording of any Restrictive Covenants.
- 12) One (1) copy of a narrative on the number of street access points on the road segment directly impacted by the proposed development.
- 13) One (1) copy of the completed and submitted septic tank application, if applicable.

- 14) One (1) copy of a legal description for each proposed new lot. Please be aware that the legal descriptions for the new lots must be recorded in the public record within two (2) years form the date of project approval
- 15) An Unplatted Subdivision Affidavit that includes owners name and the legal descriptions for each lot. This shall be recorded in the public records at the expense of the applicant.
- 16) One (1) current certified Boundary Surveys identifying the total amount of acreage and mean high water line, if applicable, as defined by Chapter 177, Part II, Florida Statutes, "Coastal Mapping". The survey procedure used to determine the MHWL must be approved by the Department of Environmental Protection, Bureau of Survey and Mapping.
- 17) One (1) set of the proposed subdivision development plans. If 24" X 36" each plan shall be folded or they will NOT be accepted. The development plans shall be labeled and include the following items:
 - a. The existing parcel's property reference number.
 - b. The area (acreage) of the parent parcel (pre-subdivision parcel.)
 - c. The area (acreage) of each parcel being created.
 - d. Dimensions of the parent parcel.
 - e. Dimensions of each new parcel, including the dimensions along roadways.
 - f. A north arrow.
 - g. A scale of the drawing/development plan.
 - h. The name(s) of the road(s) fronting the parent parcel.
 - i. The existing width of the private right-of-way.
 - j. The name(s) of each proposed new private right-of-way.
 - k. The width of each proposed new right-of-way.
 - l. The parcel's Zoning District(s).
 - m. The parcel's Future Land Use Category(ies).
 - n. The name of the person who prepared the drawing/plan.
 - o. The name of the owner of the parent parcel.
 - p. The date the plan was prepared.
 - q. A note indicating that the street(s) is(are) to be private street(s).
 - r. A note detailing potable water service availability.
 - s. A note detailing the location and size of any water lines.
 - t. A note detailing the location of fire hydrants.
 - u. A note detailing sewer service availability or septic tank usage.
 - v. A driveway connection typical detail.
 - w. A vicinity map.
- 18) One (1) section maps with the project site clearly highlighted and project name labeled.
- 19) One (1) set of drainage plans and calculations prepared and certified by a licensed professional engineer. Each set must bear the signature and seal of the Engineer. If the development is de minimis or exempt from stormwater requirements provide a letter certifying so from a licensed professional engineer.
- 20) One (1) set of grading plans showing the proposed grading direction of lots to conform with Section 4.02.06.D of the Escambia County Land Development Code. Directional flow arrows may be utilized for this purpose.

UNPLATTED SUBDIVISION REVIEW Information and Application Instructions

The information presented herein is a summarization only. Please refer to the Escambia County Land Development Code (LDC) for all regulatory requirements.

Unplatted subdivision review and approval: Qualifying division of land may be reviewed and a recommendation made through the Plan Review Committee (DRC) as an unplatted subdivision. Unplatted subdivision review and approval requires drainage plans, grading plans, and calculations certified by a professional engineer licensed in the state of Florida. If the development is de minimis or exempt from stormwater requirements, a letter from a licensed professional engineer certifying such status is required.

Qualification for unplatted subdivision review (LDC Section 4.01.05): Subdivision review and approval through the DRC as unplatted subdivision may occur if the following apply:

- 1) Subdivision of a lot into three (3), but no more than five (5), individual parcels that front on an existing public and/or private street. However, such subdivision shall not qualify for unplatted subdivision review and approval if it: A) Involves the construction of any new street or extension of any street, or B) Adversely affects access to public streets, other infrastructure facilities, or adjoining property.
- 2) Subdivision of a lot into individual parcels of four (4) acres or more, but less than twenty (20) acres. However, no new public streets or right-of-way shall be created. All new private streets shall be paved.

Application for review of an unplatted subdivision: All applicants proposing subdivisions shall schedule and attend a pre-application meeting with the DRC Plan Review Committee to discuss the proposed development and the procedures for approval. To schedule a pre-application meeting, call the DRC Coordinator at 595-3472. Review of unplatted subdivisions takes place at the regular Wednesday meetings of the DRC. The deadline for submitting an unplatted subdivision site plan application package is 11:30 am each Wednesday. Only complete application packages received before the deadline will be reviewed by the DRC. Application packages that fail to address all aspects of the “Unplatted Subdivision Application Package Submittal Requirements” checklist are considered incomplete and will not be accepted for review. A major component of the checklist requires the applicant to provide a detailed plan clearly illustrating the existing conditions and proposed development. A site inspection will be made prior to the DRC meeting to confirm that the applicant’s illustration of existing site conditions is accurate. Inaccurate, illegible, or confusing plans will cause a delay in plan review and may cause denial of the application.

Fees: The initial review fee for an unplatted subdivision application is seven Hundred and fifty dollars (\$750.00). Additional fees, including those for drainage impact, inspections, and tree removal, may be assessed depending upon the scope of the project.

Unplatted subdivision processing: If the applicant has attended a pre-application meeting for the proposed subdivision, and has submitted a complete application package containing adequate information, the DRC Plan Reviewers will review the plan and make written comments available to the applicant within 10 working days. The DRC comments will document any regulatory deficiencies in the plan. Once the applicant has addressed any plan deficiencies through a revised plan and/or additional information, DRC staff can proceed with final review and approval of the application.

Useful Definitions: Refer to the LDC for other applicable definitions.

Street. A public or private thoroughfare which must be paved and approved by the county and which affords principal means of access to the abutting property. Opening or extending a street shall mean the acquisition of any necessary right-of-way, and clearing and grading thereof, over any property not presently constructed to County standards as a street.

Subdivision. The division of a parcel of land, whether improved or unimproved, into three or more contiguous lots or parcels of land, designated by reference to the number or symbol of the lot or parcel contained in the plat of the subdivision, for the purpose, whether immediate or future, of transfer of ownership or, if the establishment of a new street is involved, any division of the parcel.