



# Town of Dundee

## PLANNING & ZONING SUBDIVISION APPLICATIONS

◆ 124 Dundee Road ◆ PO Box 1000 ◆ Dundee, Florida 33838 ◆ (863) 438-8330 Ext. 237

In addition to the application, please provide all materials as listed on the application checklist. It is important that all information be complete and accurate when submitted to the Town. Additional pages may be attached to provide necessary information. The project review name shall be a unique name that will be carried through the entire subdivision review process (Concept Plan, Preliminary Subdivision Plan, Certified Subdivision Plan, and Final Plat). The project may be plated as a different name, but the project review name shall carry through the entire review process.

### SITE INFORMATION

Project Review Name: \_\_\_\_\_

Parcel I.D.#s: \_\_\_\_\_

Site Address or General Location: \_\_\_\_\_

Present Use of the Property: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Legal Description of the Property: \_\_\_\_\_

### PROPERTY OWNER:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home/Mobile Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### APPLICANT/AGENT:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home/Mobile Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Applicant is:  Owner  Agent/Representative  Purchaser  Lessee

### SUBDIVISION APPLICATION:

Concept Plan  Preliminary Subdivision Plan  Certified Subdivision Plan  Final Plat

Current Future Land Use Designation: \_\_\_\_\_ Current Zoning Designation: \_\_\_\_\_

Proposed Number of lots: \_\_\_\_\_

**Date Application Accepted by the Town:** \_\_\_\_\_

**Project ID Number:** \_\_\_\_\_

**Application Fee Amount Paid:** \_\_\_\_\_ **Review Deposit Amount Paid:** \_\_\_\_\_



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### STATEMENT OF OWNERSHIP AND DESIGNATION OF AUTHORIZED AGENT

(I) (We), \_\_\_\_\_ being duly sworn, depose and say that (I) (we) own one or more of the properties involved in this petition and that (I) (we) authorize the Town of Dundee to process this application in accordance with all adopted Town rules and regulations, and in conformance with State law.

Further (I) (we) or any agent or lessee of the subject property authorized by (me) (us) to file this petition, deposes and say that the statements and answers contained in the application for annexation, and any information attached thereto, present the arguments in behalf of this petition to the best of (my) (our) ability; and that the statements and information referred to above are in all respects true and correct to the best of (my) (our) knowledge and belief.

### OWNERS

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name/Title of Owner

\_\_\_\_\_  
Printed Name/Title of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Printed Name of Owner

STATE OF FLORIDA  
COUNTY OF POLK

### **OWNER'S NOTARIZATION**

The foregoing instrument was acknowledged before me **this**\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced a driver's license as identification and who did not take an oath.

\_\_\_\_\_  
Notary Public  
Notarial Seal and Commission  
Expiration Date



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#### AGENT, LESSEE, OR BUYERS SIGNATURE PAGE

(I) (We), \_\_\_\_\_ being duly sworn, depose and say that (I) (we) serve as \_\_\_\_\_ for the owner(s) (agent or lessee) in making this petition and that the owner(s) (has) (have) authorized (me) (us) to act in this capacity.

Further, (I) (we) depose and say that the statements and answers herein contained and other information attached hereto present the arguments in behalf of the petition herein requested to the best of (my) (our) ability and that the statements and information above referred to are in all respects true and correct to the best of (my) (our) knowledge and belief.

#### AGENT, LESSEE, OR BUYER(S)

_____ Signature of Agent, Lessee, or Buyer(s)	_____ Signature of Agent, Lessee, or Buyer(s)
_____ Printed Name of Agent, Lessee, or Buyer(s)	_____ Printed Name of Agent, Lessee, or Buyer(s)
_____ Signature of Agent, Lessee, or Buyer(s)	_____ Signature of Agent, Lessee, or Buyer(s)
_____ Printed Name of Agent, Lessee, or Buyer(s)	_____ Printed Name of Agent, Lessee, or Buyer(s)

STATE OF FLORIDA  
COUNTY OF POLK

#### AGENT, LESSEE, OR BUYER(S) NOTARIZATION

The foregoing instrument was acknowledged before me this\_\_ day of \_\_\_\_\_ 20\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced a driver's license as identification and who did not take an oath.

\_\_\_\_\_  
Notary Public  
Notarial Seal and Commission  
Expiration Date



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#### FINANCIAL RESPONSIBILITY FORM

The undersigned, as the Property Owner, Lessee, Contract Purchaser, or Applicant (circle one), acknowledges responsibility for all Town expenses associated with the referenced application, including time spent by the Town's consultants consistent with the Town's adopted application fee schedule, extraordinary expenses, and development review deposit policies.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

I hereby certify that all information contained herein is true and correct.

1. Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Property Owner, Lessee, Contract Purchase, or Applicant (circle one)



## Certified Subdivision Plan Application Checklist

Requirements as set out in section 7.01.07 of the Land Development Code

All boxes must be checked or noted as non-applicable. Information indicated must be attached and submitted with this form or the application will be deemed incomplete. The application documents must be submitted in digital and hardcopy.

### **GENERAL SUBDIVISION REVIEW PROCESS**

Whenever any subdivision of land is proposed, before any contract is made for the sale of any part thereof, and before any permit for the installation of utilities, either public or private, construction, paving and drainage, or structures in such proposed subdivisions shall be granted, the subdividing owner, or his authorized agent, shall apply for and secure approval of such proposed subdivision through submission of the following documents:

1. Concept plan review
2. Preliminary subdivision plan
3. Certified subdivision plan
4. Final subdivision plat

Sections 7.01.05 through 7.01.08 of the Town of Dundee Land Development Code outline the requirements for these processes.

The Town has established a checklist for each level of application review. There is one subdivision application for use for all levels of subdivision review. Please select the appropriate level of subdivision review requested.



## Certified Subdivision Plan Application Checklist

### What is this checklist?

- This checklist is based on the Dundee Town Code and is being provided as a courtesy to help streamline the submittal review process.
- Plans and other submitted materials will be reviewed for compliance with requirements of the Town of Dundee Code of Ordinances and Land Development Code. This checklist is intended to give you the ability to be sure that the bulk of the code requirements have been incorporated into your submittal.
- The Code requirements represent a large portion of the detailed content required for project submittals.

### How should this checklist be used?

- *As a content guide.* Submitted plans must address each item in the code, as applicable to your project. You can smooth and shorten the review process by making sure that every item on the checklist has been fully addressed in your project design.
- *As a verification document.* When you submit your plans, include a copy of the completed checklist, with every item either initialed to indicate that it has been addressed in the design, or marked "N/A" to indicate the item is not applicable to your project.
- *As a means to speed up the review process.* Projects with completed checklists are simpler to review, and completion of the review can be achieved sooner.

**NOTE:** Town of Dundee requirements may differ from other agencies or municipalities, so the way you as an applicant have addressed certain issues in the past or in other jurisdictions may not apply in Dundee. The Code contains Dundee's requirements, and is the Town's rulebook.

*Please initial each item on the following pages to show it has been incorporated into your submittal. If an item is not applicable to your submittal, enter "N/A" in the initial blank. Sign below to state that you have provided the information in your submittal and submit the initialed and signed checklist as part of your resubmittal package:*

I have reviewed the Certified Subdivision Plans submitted for \_\_\_\_\_ (project review name) against the Town of Dundee's Content Requirements Checklist and have incorporated the required items into the design submittal.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date



## Certified Subdivision Plan Application Checklist

The following items are required for a submittal package to be accepted for review. Applicant to initial or write N/A for each item below.

- Complete Certified Subdivision Plan Application form including signature from owner and representative/agent.
- Owner's statement of application
- Required fees
- Agent authorization for agent to act on behalf of owner if applicant is different from the owner.
- Current ownership information for the subject property – the name of the owner stated on the application must match the information on the Property Appraiser's website.
- Submit 6 paper copies plus one electronic copy of all documents.
- Pages of all plans, calculations, reports, and any other material submitted to the Town must be sequentially numbered.
- Calculations and specification documents signed and sealed by a professional engineer or other professional shall be signed and stamped on the Index Sheet of the document that describes in detail the contents of the document, e.g., the table of contents page, in compliance with Florida Administrative Code 61G1523.001(3)(b). Signing and stamping the document cover sheet does not meet this requirement.
- Drawings signed and sealed by a professional engineer or other professional shall be signed and stamped on every sheet, in compliance with Florida Administrative Code 61G1523.001(3)(a),
- Plans must be clearly labeled "Certified Subdivision Plan – CSP" on all sheets.
- Calculations and models for the following:
  - Potable water system
  - Fire suppression water system.
  - Sanitary sewer lift station(s) and force main(s), if part of the project
  - Stormwater system calculations
- Copy of SWFWMD Environmental Resource Permit or written exemption letter.
- Certified Subdivision Plan, containing the minimum elements identified on the attached "Certified Subdivision Plan Content Requirements" checklist.
- A signed copy of the attached "Certified Subdivision Plan Content Requirements" checklist.



## Certified Subdivision Plan Application Checklist

### **CERTIFIED SUBDIVISION PLAN (CSP) CONTENT REQUIREMENTS CHECKLIST**

Per Town Code 7.01.07, the following items of content must be included in the Certified Subdivision Plan. Applicant to initial or write N/A for each item below.

- \_\_\_ The CSP shall be substantially similar to the PSP and shall be drawn to a scale of not more than one inch = 50 feet.
- \_\_\_ The size of sheets shall be 24 inches by 36 inches
- \_\_\_ CSP shall contain, in addition to the data provided on the PSP, the following:
  - \_\_\_ Name, address, and seal of registered engineer and surveyor responsible for the plan and accepted data.
  - \_\_\_ All existing fire hydrants, underground and aboveground utilities on or adjacent to the proposed subdivision.
  - \_\_\_ All existing streets on or adjacent to the tract, including name, functional classification, right-of-way width and pavement width. Existing streets shall be dimensioned to the tract boundaries. All subdivisions shall have safe and adequate access and no subdivision shall have access or frontage on a substandard street.
  - \_\_\_ Existing and proposed contours shown at not more than one-foot intervals and shall be extended a minimum of 100 feet beyond the boundaries of the proposed plat. USGS datum shall be used with benchmarks shown on the plan.
  - \_\_\_ Site design, including streets with proposed street names and functional classification, lot lines, utility access and service easements.
  - \_\_\_ Typical roadway cross-section and profiles shall be provided, including all information for street and sidewalk construction.
  - \_\_\_ Roadway profiles shall display existing and proposed underground construction along the street centerline. Stationing data shall be at intervals of no less than 50 feet.
  - \_\_\_ A permit or permits from the jurisdictional permitting agency or agencies approving any access to state, county, or local roadways.
  - \_\_\_ Natural features within and adjacent to the proposed plat, including drainage channels, bodies of water, wetlands, wildlife habitat, and other significant features.
  - \_\_\_ Jurisdictional wetlands shall be clearly delineated and surveyed, signed and sealed by a registered land surveyor.
  - \_\_\_ On all watercourses leaving the tract the direction of flow shall be indicated, and for all watercourses entering the tract the approximate drainage area and watershed name above the point of entry shall be noted.
  - \_\_\_ Identification and designation of any portion of the site within the 100-year floodplain, based on calculations recognized by FEMA as the most recent and accurate available. Where a portion of the site is known or





## Certified Subdivision Plan Application Checklist

suspected to be within the 100-year flood area, and a FEMA report or town floodplain overlay is not sufficiently precise, an engineering analysis shall be required. Such analysis shall be performed by a registered engineer.

- \_\_\_ All information needed to construct drainage and stormwater management facilities, including complete cross sections and complete calculations based on design criteria established in relevant sections of this Code, including on-site, positive and final outfall. This information shall be signed and sealed by a registered engineer. Accompanying these data shall be a permit or permits from the required permitting agency or agencies approving the proposed stormwater management system.
- \_\_\_ Utilities plan, detailing public and private water and wastewater treatment facilities, wastewater effluent reuse lines, location of lines, valves, pumps, fire hydrants, manholes, pump stations and other data as set forth in relevant sections of this Code. Accompanying these data shall be all required permits by authorized permitting agencies approving the utilities plan.
- \_\_\_ Public facilities existing or to be located within the plat boundaries or within 100 feet of the proposed plat including streets, bridges, culverts, utility lines pipelines, power transmission lines, all easements, public and/or common areas including park areas, structures and other public structures and facilities.
- \_\_\_ Notes to be placed on the final plat which indicate arrangements for ownership and/or maintenance of drainage facilities or other common property or facilities. In the event the plat includes open space, clubhouses, playgrounds or other amenities to be owned and used in common by residents of the development, a plat note shall be added requiring the creation of a homeowners or property owners association which shall be responsible for such facilities.

Per Town Code 3.06.00, numerous items must be addressed as part of the project stormwater system design. Note that these requirements are in addition to any requirements imposed by SWFWMD. The following items are the most often used portions of this code section. Applicants are encouraged to review designs in respect to the entirety of section 3.06, found on MuniCode at [https://library.municode.com/fl/dundee/codes/code\\_of\\_ordinances](https://library.municode.com/fl/dundee/codes/code_of_ordinances)

- \_\_\_ Street drainage shall be diverted to a stormwater management system of sufficient capacity to retain at least the stormwater runoff from each drainage area for a 25-year, 24-hour storm event.
- \_\_\_ Existing lakes shall not be used as detention areas.
- \_\_\_ Positive drainage facilities shall be provided for all detention areas to handle the runoff from storms which exceed the 25-year, 24-hour storm in duration and severity.
- \_\_\_ All retention/detention areas shall be sodded in accordance with town regulations, and should be planted in trees, shrubs, or other growing plants that take up large volumes of nutrients.
- \_\_\_ All drainage systems shall include special engineering design features to minimize pollution and oil, suspended solids, and other objectionable material in stormwater runoff within acceptable limits. Treatment facilities shall be designed by a Florida registered engineer to treat adequately the stormwater runoff resulting from rainstorms of the maximum intensity predicted for the area at a 25-year, 24-hour duration.
- \_\_\_ Storm drainage into natural water bodies. The first inch of rainfall from each storm shall be retained and percolated into the ground, collected and evaporated, or given chemical-physical treatment wherever an outfall is utilized which discharges into a lake, a canal or stream with a daily mean discharge of less than five cubic feet



## Certified Subdivision Plan Application Checklist

per second, or a canal or stream which flows into a lake within one mile. Runoff from rainfall in excess of the first inch and outfalls into canals and streams with an average daily flow exceeding five cubic feet per second shall be treated as specified in section 3.06.03. Outfalls into lakes shall be designed to prevent lake bottom scouring. Acceptable methods include use of an energy dissipator or extending the outfall to discharge at a depth of ten feet or half the maximum depth of the lake, in accordance with current and amended regulatory permitting practices.

- \_\_\_\_\_ Inlet spacing. Street inlets shall be spaced so as to accept 100 percent of design runoff. Typically, the maximum allowable gutter run will be 1,000 feet on streets with standard curb and gutter, and 500 feet on streets where Miami curbs are used.
- \_\_\_\_\_ Natural watercourses. Should the proposed development area contain an existing natural watercourse, drainageway, channel, or similar drainage feature, such watercourse and associated vegetation shall be maintained and the proposed development designed so as to preserve the same. However, the use of such watercourse to carry runoff from any development shall be permitted, if provision for control of sediment in the excess runoff is made prior to the entrance of the runoff to the watercourse. This does not preclude the use of wetlands for storage and treatment of stormwater runoff, as long as the design drainage system does not measurably degrade the affected area.
- \_\_\_\_\_ All swales, ditches, or canals shall have sufficient right-of-way provided to allow for the installation of the ditch, plus a minimum of a 20-foot maintenance berm on each side and a 15-foot property setback adjacent to the installation. Areas adjacent to the ditches and canals shall be graded in such a manner as to preclude the entrance of excessive runoff except at locations provided.
- \_\_\_\_\_ The maximum side slope permitted shall be 3 to 1, with the top ditch bank rounded off. The minimum bottom width of outfall ditches and canals shall be four feet.
- \_\_\_\_\_ All runoff from each individual unit must be handled to a point of positive outfall. No design of an individual unit shall be dependent upon the ultimate installation of a future unit.
- \_\_\_\_\_ Where an existing outfall is being utilized and the capacity to handle any additional runoff is in question, data to support the design shall be included in the analysis. All ditches shall be sized using accepted engineering practices. In all cases, sufficient engineering data giving drainage area, velocity, and depth of flow is to be included in the drainage analysis.
- \_\_\_\_\_ Unless unstable or highly erosive soil conditions indicate that a lower design velocity is desirable, or unless erosion protection is provided, the maximum allowable velocity shall be five feet per second. The maximum grade of the outfall ditch, likewise, shall be that grade which will produce a velocity of five feet per second. The minimum grade shall be that grade required to provide for design flow.
- \_\_\_\_\_ All retention/detention basins shall be readily accessible from streets or public rights-of-way, and shall be situated so that maintenance can be easily performed. All drainage facilities shall be of a low-maintenance type and designed as follows:
  - \_\_\_\_\_ Retention/detention basins shall be so designed that all detained water from the design storm is removed after 72 hours. If this is not accomplished by percolation and evaporation, the basin must include a bleed-down system to relieve the excess amount and return it to the discharge side of the outlet structure.



## Certified Subdivision Plan Application Checklist

- The side slopes of all detention basins shall be kept as flat as possible (maximum of four feet horizontal to one foot vertical), providing soil conditions are suitable to sustain plant growth and control erosion. If one inch or more of water remains in the retention basin for more than 72 consecutive hours, detention basins shall be enclosed with a gated, six-foot high chain link fence, except when the detention facility is a man-made lake or is part of a landscaped park or conservation scheme.
- Underground seepage systems are not allowed.
- All submitted stormwater design plans shall include the following tabulations:
  - Location and type of structure.
  - Type and length of line.
  - Drainage area.
  - Runoff factor.
  - Time of concentration to structure.
  - Rainfall intensity.
  - Total runoff.
  - Hydraulic gradient control elevation.
  - Hydraulic grade line, crown elevation, and flow line of each pipe.
  - Physical drop in pipe.
  - Hydraulic gradient loss.
  - Diameter of pipe.
  - Hydraulic gradient slope.
  - Velocity
- Pipe material shall be reinforced concrete pipe (RCP). The minimum diameter shall be 15 inches.
- All structures shall be constructed of concrete and all fins and irregular projections shall be chipped off flush with the surface immediately following the removal of forms. All projecting wires and nails shall be cut off at least one-half inch under the surface. All cavities produced by metal spacers, form tiles, bolts, honeycomb spots, etc., shall be carefully cleaned, saturated with water, and then carefully painted with mortar. All construction and expansion joints in the completed work shall be left carefully tooled and free of mortar and concrete. Joint filler shall be left exposed for its full length with clean edges. Mortar topping for upper horizontal surfaces shall not be used. Paved inserts shall be required.



## Certified Subdivision Plan Application Checklist

- \_\_\_\_\_ For all concrete surfaces which are to receive a surface finish, the contractor shall remove the forms and finish the concrete immediately after the concrete has set sufficiently. Minimum manhole diameters for intersecting pipe sizes shall be as follows:
- \_\_\_\_\_ Inlets shall be spaced in such a manner as to accept 100 percent of the design runoff. The actual required spacing will depend on the characteristics of each particular site.
- \_\_\_\_\_ Computation for drainage culverts, ditch sizes, and inlet spacings shall be based on the storm frequency design standards required in this code and shall be submitted for approval.
- \_\_\_\_\_ All storm sewer layouts shall avoid abrupt changes in direction or slope and shall maintain reasonable consistencies in flow velocity. Where abrupt changes in direction or slope are encountered, provisions shall be made to handle the resultant head loss.

### Additional items:

- \_\_\_\_\_ Title block identifying the name and/or title of the proposed subdivision. The project review name shall be a unique name that will be carried through the entire subdivision review process (Concept Plan, Preliminary Subdivision Plan, Certified Subdivision Plan, and Final Plat). The project may be platted as a different name, but the project review name shall carry through the entire review process. (Note that this requirement is a continuation of the requirement in the Concept and Preliminary Subdivision Plan phases.)
- \_\_\_\_\_ Where easements for underground pipes are proposed, easements must be a minimum width calculated as follows: pipe diameter + 2 feet on each side + (2 x depth to invert). Minimum easement width is 20 feet.