



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
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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)



Final Plat for Subdivision Application Checklist

- ___ All easements or rights-of-way provided for public services or utilities, and limitations of such easements.
- ___ All lot numbers and lines. Lot lines shall be marked with accurate dimensions in feet and hundredths of feet, and bearings or angles to street lines.
- ___ Accurate descriptions of any areas to be dedicated or reserved for public use with the purpose indicated thereon.
- ___ Title, date of survey, graphic scale of map and north arrow. The bearing or azimuth reference shall be clearly stated on the face of the plat in the notes or legend.
- ___ Permanent reference monuments shall be placed in accordance with the requirements of the town.
- ___ Each plat shall show a description of lands platted and the description shall be the same in the title certification. The description shall be so complete that from it, without reference to the plat, the starting point and boundary can be determined.
- ___ The clerk of the circuit court certificate and the land surveyor's certificate and seal.
- ___ All section lines and quarter section lines including in the plat shall be indicated by lines drawn on the plat with appropriate words or figures. If the description is metes and bounds the points of beginning shall be indicated together with all bearings and distances of the boundary lines. If the platted lines are in a land grant or are not included in a subdivision of government surveys, the boundaries shall be so defined by metes and bounds and courses. The point of beginning in the description shall be tied to the nearest government corner, or other recorded or well established corner.
- ___ All contiguous properties shall be identified by plat title, plat book and page or, if unplatted, land shall be so designated. If the area platted is a replatting of a part or the whole of a previously recorded plat, sufficient ties shall be shown to the controlling lines appearing on the earlier plat to permit an overlay to be made, and reference to the platting shall be so stated as a subtitle following the names of the plat wherever it appears on the plat.
- ___ All lots shall be numbered either by progressive numbers or, if in a block, progressively numbered or lettered in each block, except that in blocks in numbered additions bearing the same name, may be numbered consecutively throughout the several additions.
- ___ Park and recreation parcels shall be so designated.
- ___ All interior excepted parcels shall be clearly indicated and labeled "Not A Part Of This Plat."
- ___ The purpose of all areas dedicated must be clearly indicated or stated on the plat.
- ___ When it is not possible to show curve detail information on the plat, a tabular form may be used.
- ___ Town signature spaces for the mayor, town clerk, town engineer, and the chairman of the planning and zoning board.



Final Plat for Subdivision Application Checklist

- ___ Three prints of as-built drawings showing the improvements that have been constructed according to the certified subdivision plan and a copy of the financial guarantee for completion of required improvements shall be filed with the town engineer prior to plat recording.
- ___ Request for Town of Dundee acceptance of infrastructure, if applicable.

FINAL PLAT CONTENT REQUIREMENTS CHECKLIST

Per Town Code 7.01.08, the following items of content must be included in the Final Plat.

Applicant to initial or write N/A for each item below.

- ___ The final plat shall conform with F.S. ch. 177, and shall be clearly and legibly drawn, in ink, on mylar, to a scale of not more than one inch equals 100 feet. The overall sheet size shall be consistent with the standards established by the Clerk of the Circuit Court for Polk County for recording. Where the final plat of a proposed subdivision requires more than one sheet, each sheet shall be keyed to a master map with appropriate marks of identification. Each sheet shall be provided with a one-inch margin on each of three sides and a three-inch margin on the left side of the plat for binding purposes.
- ___ Name of plat.
- ___ Location of the plat by U.S. Survey System and political subdivision, including section, township, range, county and state.
- ___ Names of existing streets abutting or giving access to the proposed plat.
- ___ All plat boundaries based on an accurate transverse, with all angular and linear dimensions shown. Error of enclosure of such boundary survey shall not exceed one foot for each 10,000 feet of perimeter survey.
- ___ All blocks, lots, street crosswalks, easements and waterways, within and adjacent to the plat, all of which shall have angular and linear dimensions given at all radii, internal angles, bearings, points of curvature, tangents, and lengths of all curves so that no dimensions or data are missing which are required for future location of any of the corners or boundaries of blocks, lots, or streets as listed above. When any lot or portion of the plat is bounded by an irregular line, the major portion of that lot or plat shall be enclosed by a witness line showing complete data, with distances along such lines extended beyond the enclosure to the irregular boundary shown with as much certainty as can be determined or a more or less if variable. All dimensions shall be given to the nearest hundredth of a foot. True angles and distances shall be drawn to the nearest established official monuments, not less than three of which shall be accurately depicted on the plat. The intended use of all easements shall be clearly stated.
- ___ Curvilinear lots shall show arc distances and radii, chord, and chord bearings. Radial lines shall be so designated. Direction of nonradial lines shall be so indicated.
- ___ Sufficient angles and bearings shall identify the direction of all lines and shall be shown to the nearest second.
- ___ All rights-of-way centerlines shall be shown with distances, angle bearings or azimuth, points of curvature, points of tangency, points of reverse curvature, points of compound curvature, arc distance, central angles, tangents, radii, chord, chord bearings or azimuth, or both.



Final Plat for Subdivision 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 may 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 Concept Plan 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



Final Plat for Subdivision 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 Final Plat Application form including signature from owner and representative/agent.
- ___ Required fees
- ___ 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 original mylar, along with eight (8) copies of the plat and all supporting materials, plus one electronic copy of all documents.
- ___ A signed copy of the attached “Final Plat Content Requirements” checklist.
- ___ Plat documentation requirements. The following documentation shall accompany the final plat:
 - ___ A title opinion by an attorney at law, licensed in Florida, or a certification by an abstractor or title company stating that the court records identify that the title of the land as described and shown on the plat is in the name of the person or persons or corporation executing the dedication. In addition, a document entitled, "Consent to Platting of Lands and Partial Release of Mortgage," shall be filed together with the final plat for each person or corporation holding a mortgage on all land included on the plat, where such person or corporation has not signed the final plat.
 - ___ Certification by a registered land surveyor that the plat represents a survey made by that individual and, further, that all necessary monuments, lot sizes and lot dimensions are correctly shown thereon. Impressed thereon, and affixed thereto, shall be the personal seal and signature of the registered land surveyor by whom, or under whose authority and direction, the plat was prepared.
 - ___ Certification that all real estate taxes have been paid.
 - ___ Every plat for a subdivision filed for record shall include any required dedication by the applicant. The dedication shall be executed by all owners having a record interest in the land being platted in the same manner in which deeds are executed. All mortgagees having a record interest in the land platted shall execute, in the same manner as deeds are executed, either the dedication contained on the plat or in a separate instrument joining in the ratification of the plat and all dedications and reservations thereon in the form of a consent to plat from all mortgage interests acceptable to the town attorney. When a tract or parcel of land has been platted and a plat thereof bearing the dedication executed by the developer and approved by the town has been secured and recorded in compliance with this section, all streets, easements, rights-of-way, and public areas shown on the plat, unless otherwise stated, shall be determined to have been dedicated for public uses and purposes stated thereon, notwithstanding any separate action by resolution of the town commission to formally accept such offers of dedication.
 - ___ Any existing or proposed private restrictions and trusteeships and their periods of existence shall be filed as a separate instrument, and reference to such instrument shall be noted on the final plat.



Final Plat for Subdivision Application Checklist

Requirements as set out in section 7.01.08 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.