



CITY OF HAINES CITY
COMMUNITY DEVELOPMENT DEPARTMENT
502 EAST HINSON AVENUE - POST OFFICE BOX 1507
HAINES CITY, FLORIDA 33845-1507
TELEPHONE - #863-419-3230/FAX - #863-419-3168



APPLICATION FOR FINAL PLAT REVIEW

DATE: _____

NAME OF PROJECT: _____

ADDRESS OF PROJECT: _____

PARCEL ID NUMBER(S): _____

LEGAL DESCRIPTION(S): _____

TOTAL ACRES: _____

TYPE OF DEVELOPMENT:

- FINAL PLAT
- FINAL REPLAT

TOTAL SQUARE FEET OF BUILDING: _____

NUMBER OF DWELLING UNITS: _____

PROFESSIONAL COST FOR CITY: _____

OWNER SECTION:

NAME, ADDRESS AND CONTACT INFORMATION SUBMITTING SITE PLANS:

Company Name: _____

Address: _____

Contact Person and Phone & Fax No.: _____

Contact Person E-Mail Address: _____

COST OF APPLICATION: _____

ACKNOWLEDGEMENT: Please be advised that you may need a Water Allocation Agreement and/or a utility Service Agreement regarding the providing of water to your project and should contact the Public Works Dept. for further information. Additionally, Sec. 10.2.2. of the Administrative and Procedures Manual, provides that you will be responsible for reimbursement of any consultant fees that may be expended on your behalf by the City. These fees will be due and payable at the time the Site Construction or Building Permit is issued.

(Signature of Applicant)

FINAL PLAT APPROVAL REQUIREMENTS

- 1. DEVELOPER OR AGENT MUST SCHEDULE AN APPOINTMENT PRIOR TO SUBMITTING FINAL PLAT DOCUMENTS.**
- 2. DEVELOPER MUST CALL FOR FINAL INSPECTIONS AND APPROVAL OF THE FOLLOWING: WATER, SYSTEM, WASTEWATER SYSTEM, STORM WATER, LIFT STATIONS, ROADS, GUTTERS, CURBS, AND ALL UTILITIES THAT FALL WITHIN THE PUBLIC WORKS DEPT REQUIREMENTS, ALL LANDSCAPING AND IRRIGATION, AND ALL OTHER SITE WORK WITH THE BUILDING DEPT.**
- 3. POST A MAINTENANCE BOND, LETTER OF CREDIT OR CASH/CREDIT FOR 10% OF THE COST OF THE WATER SYSTEMS AND IMPROVEMENTS FOR 1 YEAR. DEVELOPER MUST HAVE A WRITTEN STATEMENT THAT THE PUBLIC WORKS DEPT ACCEPTS THE DOCUMENTS AND CONSTRUCTION PERFORMED FOR THE UTILITIES.**
- 4. COPIES OF HEALTH DEPT APPROVAL OF WATER SYSTEMS, DEPT OF ENVIRONMENTAL PROTECTION AND ALL OTHER REQUIREMENTS FOR SITE REQUIREMENTS.**
- 5. DOCUMENT OF PAYMENT AND AN AGREEMENT TO PAY PROGRESS ENERGY FOR LIGHT INSTALLATION AND POWER FOR THE LIGHTS FOR THE FIRST YEAR AS REQUIRED BY THE CITY.**
- 6. FINAL PLAT APPLICATION. (CALL COMMUNITY DEVELOPMENT DEPT FOR CALCULATION OF PROFESSIONAL COSTS)**
- 7. 1 ORIGINAL MYLAR, 1 DUPLICATE MYLAR, AND 4 PAPER COPIES (2 FOR THE PROPERTY APPRAISER'S OFFICE, 1 FOR THE CITY OF HAINES CITY, AND 1 FOR THE DEVELOPER/ENGINEER) OF THE PLAT AND A CURRENT BOUNDARY SURVEY. THIS CANNOT BE MORE THAN 60 DAYS OLD.**
- 8. TWO (2) COPIES OF THE FINAL DRAFT OF THE HOMEOWNERS' DOCUMENTS (ARTICLES OF INCORPORATION, BYLAWS, AND DEED RESTRICTIONS).**
- 9. CONFIRM ALL MONUMENTS ARE IN PLACE SO CONSULTING SURVEYOR CAN FIELD CHECK THESE MONUMENTS.**
- 10. ATTORNEY'S TITLE OPINION. CANNOT BE MORE THAN 45 DAYS OLD AT THE TIME THE PLAT IS RECORDED.**
- 11. PROOF OF PAID TAXES.**
- 12. CHECK MADE PAYABLE TO THE CLERK OF THE COURTS FOR POLK COUNTY FOR RECORDING OF THE PLAT. \$30.00 FOR THE 1ST PAGE AND \$15.00 FOR EACH ADDITIONAL PAGE. THE CLERK WILL NOT ACCEPT A CHECK THAT IS MORE THAN 45 – 60 DAYS OLD FOR RECORDING OF DOCUMENTS.**

13. A DETAILED PLAN INDICATING ARCHITECTURAL VARIETY. SIMILAR RESIDENTIAL UNITS SHALL BE SEPARATED BY A MINIMUM OF 120 FEET OR FOUR (4) UNITS, WHICHEVER IS GREATER. ALL ELEVATIONS AND COLORS MUST BE PROVIDED TO THE PLANNING DEPT. IN NOTEBOOK FORM AT THE TIME OF SUBMITTAL OF THE FINAL PLAT.
14. A COPY OF "AS BUILT" PLANS MUST BE PROVIDED PRIOR TO FINAL PLAT APPROVAL.
15. A LANDSCAPING BOND IN THE AMOUNT OF 120% OF THE TOTAL COST OF LANDSCAPING FOR THE PROJECT TO BE HELD FOR AT LEAST 1 YEAR FROM THE DATE THE CERTIFICATE OF OCCUPANCY IS ISSUED.

**THE FOLLOWING MAY BE SUBMITTED FOR A PRELIMINARY REVIEW BY THE CITY
ATTORNEY AND CONSULTANT
FINAL APPLICATION MUST BE FILED AT TIME OF SUBMISSION**

1. FINAL DRAFT OF THE HOMEOWNERS' ASSOCIATION DOCUMENTATION (ARTICLES OF INCORPORATION, BYLAWS, DEED RESTRICTIONS & ARCHITECTURAL REVIEW COMMITTEE GUIDELINES & USE RESTRICTIONS).
2. 2 COPIES OF THE CURRENT COPY OF THE BOUNDARY SURVEY.
3. 2 PAPER COPIES OF THE PROPOSED FINAL PLAT.
4. ORIGINAL AND 1 COPY OF THE TITLE OPINION LETTER.
5. PROOF OF PAID TAXES.
6. DOCUMENT OF PAYMENT AND COPY OF AGREEMENT WITH PROGRESS ENERGY.
7. ARCHITECTURAL VARIETY STANDARDS.
8. COPIES OF LETTERS FROM POLK COUNTY HEALTH DEPT., SWFWMD AND DEP.