

## **What is a Subdivision?**

A subdivision is any land, vacant or improved, which is proposed to be divided into two or more lots for the purpose of sale, or development. A subdivision may create a new public street or public improvements.

## **When is Subdivision Review Required?**

All subdivisions must go through a review process in order to establish standards for platting of land and design of any public facility improvements. The primary tool for subdivision review is the plat. The plat is a map or plan of the subdivision indicating the location and boundaries of individual properties and any planned improvements of the property.

## **How is a Subdivision Request Initiated?**

Anyone interested in subdividing a parcel of land should set up a pre-application meeting with the Development Services Department staff to discuss procedures and requirements of subdivision design prior to preparing a plat. No Subdivision Plat will be approved unless the development is in compliance with the Comprehensive Plan, Land Development Regulations and all other zoning, and land use requirements have been satisfied.

## **How Does the Subdivision Review Process Work?**

The process varies depending on whether a minor or major subdivision is involved:

**Minor Subdivision:** A subdivision in which ten (10) or less lots will front on an existing public street which is served by existing water, sewer, solid waste disposal, and related public

services, all at a level of services sufficient to accommodate the proposed land uses without any enlargement, expansion or public improvements.

**Major Subdivision:** A subdivision in which two or more lots are created and/or public improvements are to be constructed.

### **Minor Subdivision Review Process:**

- Pre-Application Conference with the Development Services staff
- Submit thirteen (13) sets of the preliminary plat, application and fees to the Development Services Department
- Technical Review Board (TRB) Review and Recommendation
- City Commission Review and Approval
- Submit Final Plat, application and fees to the Development Services Department
- Submit the Mylar original, two (2) copies of Mylar and four (4) copies to Development Services Department
- City Commission Review and Approval
- Approved Final Plat Recorded by Development Services Department with Developer's check payable to the Clerk of Courts for Polk County for recording fees
- Issue building permits, pending plat recording has been submitted to the Development Services Department

### **Major Subdivision Review Process:**

#### **Preliminary Plat**

- Pre-Application Conference with Development Services Staff
- Submit thirteen (13) sets of Preliminary Plat, application and fees to Development Services Department
- TRB Review and Recommendation
- Planning Commission Review and

Recommendation

- City Commission Review and Approval
- Submit seven (7) sets of Subdivision Development Plans to Development Services Department
- Preliminary Review and Comment of Subdivision Development Plans
- Resubmit Subdivision Development Plans for Final Review and Approval
- Site Construction Permit Issued
- Install Public Improvements or Post Guarantee Bond

### **Final Plat:**

See final Plat Brochure, for checklist and process.

- Submit Mylar Original, two (2) copies of Mylar and four (4) copies of Final Plat to the Development Service Department
- City Commission Review and Approval
- Plat Signed by City Clerk and City Manager
- Approved Final Plat Recorded by Development Services Department with Developer's check payable to the Clerk of Courts for Polk County for recording fees

A Florida licensed surveyor shall prepare the Final Plat for all subdivisions. The Commission may require that all public improvements be installed and dedicated prior to the signing of the subdivision plat by the Mayor and City Manager. If the Commission does not require improvement installation, a performance financial guarantee shall be posted in an amount set by the Commission. Failure to receive Final Plat approval within 12 months of Preliminary Plat approval shall invalidate the preliminary plat approval, unless the Administrative Official grants a three-month extension.

In addition to subdivision review by the City, any proposed platting must meet all requirements of Chapter 177 of Florida Statutes. After final approval by the City Commission and all conditions for the subdivision are met, the Mayor and City Manager will sign the original Final Plat for recording purposes.

#### **Subdivision Notes:**

The TRB meets on the first and third Wednesday of each month at 2:00 p.m. based on scheduled reviews. The deadline to be placed on the TRB agenda is 12:00 p.m. on Tuesday, 15 days prior to the desired review date.

The Planning Commission normally meets on the second Monday of each month at 4:00 p.m. Preliminary Plats are scheduled for the next available Planning Commission meeting following TRB approval.

The City Commission meets on the first and third Thursday of each month at 7:00 p.m. The Development Order, issued following the City Commission's approval of Final Plat and Staff's approval of the development plans, specifies the terms and conditions regulating the development. All required permits and documentation necessary to proceed with the development are included in the Development Order.

According to Sec. 3.1.3. of the Haines City Land Development Regulations, granting of approval of a site plan or impact statement by the Administrative Official/City staff shall be **valid for a period of 12 months from the date of approval.**

**This information is provided as a general**

**overview only and is not to be used as a guideline for subdivision procedures.**

Copies of the Haines City Land Development Regulations and all applicable regulations are available for review on the City's website [www.hainescity.com](http://www.hainescity.com) and are also available for purchase at the Development Services Department. Other departments to contact regarding specific elements of subdivision review include Public Works, Water and Wastewater Management, Fire and the appropriate Florida Water Management District.

**CITY OF HAINES CITY  
DEVELOPMENT SERVICES  
DEPARTMENT  
620 EAST MAIN STREET  
HAINES CITY, FLORIDA 33844  
863-419-3230  
Fax: 863-421-3168**

# **SUBDIVISION REVIEW PROCESS**



**CITY OF HAINES CITY  
DEVELOPMENT SERVICES  
DEPARTMENT  
620 EAST MAIN STREET  
HAINES CITY, FLORIDA 33844  
863-419-3230  
Fax: 863-421-3168**