

SUBDIVISION PLAT



Please Check Application Type:

Minor Subdivision (< 4 lots)

Preliminary & Final Plat Submission
Fee: \$2,000.00

Subdivision (> 4 lots)

Preliminary Plat Submission Final Plat Submission
Fee: \$1,000.00 + \$25/lot Fee: \$1,500.00 + \$25/lot

[Resubmittal: 1/2 the initial fee; Rescheduling to Planning Board / City Council: \$250.00]

Applicant Information

Name: Paul A. Battle, PE

Address: 2301 North Ninth Ave.,
Suite 300 Pensacola, FL 32503

Phone: (850) 488-0400

Fax: _____

Email: paulb@reballbattle.com

Owner Information (if different from applicant)

Name: Don Hendrix

Address: 2551 W. Kingsfield Rd
Cantonment, FL 32533

Phone: _____

Fax: _____

Email: _____

Property Information

Location/Address: 5760 San Gabriel Drive Pensacola, FL 32504

Subdivision Name: Gabriel Estates

of Parcels to be Subdivided: 1 Parcel ID #(s): 11-15-29-1000-250-016

of Existing Lots: 1 #of Proposed Lots: 34 Total Acreage: 0.53

Legal Description: Please attach a full legal description from deed or survey

Type of Subdivision: X Residential* Non-Residential

[*If residential, see reverse for open space requirement]

Will a Variance from the Subdivision Regulations be requested for the project (Sec. 12-8-7)? YES X NO

If yes, specify exact variance requested: _____

I, the undersigned applicant, understand that payment of these fees does not entitle me to approval of this plat and that no refund of these fees will be made. Also, I understand that any resubmissions based on non-compliance with City subdivision and/or development requirements will result in one-half (1/2) the initial application fee. I have reviewed a copy of the applicable zoning and subdivision requirements and understand that I must be present on the date of the Planning Board meeting.

8-20-2018

Signature of Applicant

Date

(Owner of Property or Official Representative of Owner)

FOR OFFICE USE ONLY

Zone: _____

District: _____

Date Received: _____

Case Number: _____

Application Fee: _____

Receipt #: _____

Open Space Requirement (acres or \$): _____

Receipt #: _____

Planning Board Date: _____

Recommendation: _____

Council Date: _____

Action: _____

Recording Date: _____

Map Bk/Pg: _____

***Sec. 12-8-6. SITES FOR PUBLIC USE.**

(B) *Sites for park and recreation or open space.* Each subdivision plat shall be reviewed by the planning and leisure services departments in order to assess the following: park and recreational or open space needs for the recreation service area within which the subdivision is located and for the city as a whole; and characteristics of the land to be subdivided for its capability to fulfill park, recreation or open space needs. Based on this review the city staff shall recommend one of the following options:

(1) *Dedication of land for park, recreation or open space needs.* The subdivider(s) or owner(s) shall dedicate to the city for park and recreation or open space purposes

at least five (5) percent of the gross area of the residential subdivision. In no case shall the aggregate acreage donated be less than one-quarter (1/4) acre.

(2) *Payment of money to an escrow account for park, recreation or open space needs in lieu of dedication of land.* The subdivider(s) or owner(s) shall pay unto the city such sum of money equal in value to five (5) percent of the gross area of the subdivision thereof, which sum shall be held in escrow and used by the city for the purpose of acquiring parks and developing playgrounds and shall be used for these purposes and no others. The aforementioned value shall be the value of the land subdivided without improvements and shall be determined jointly by the city manager and the subdivider. If the city manager and subdivider cannot agree on a land value, then the land value shall be established by arbitration. The city manager shall appoint a professional land appraiser, the subdivider shall appoint a professional land appraiser, and these two (2) shall appoint a third.

***Open Space Requirement (only applicable to residential subdivision)**

Sec. 12-8-6 requires (a) the dedication of 5% of the gross area for open space purposes, or (b) a fee in lieu of land dedication. Please calculate and check preferred method of meeting requirement:

(a) Total Land Area: 0.53 acres

5% for land dedication*: 0.0265 acres
[*may not equal less than 1/4 acre]

(b) Value of land (Esc. Co. Tax Assessor) \$ 71,250
Fee in lieu of land dedication (5% of value) \$ 3,562.50
[Payable to the City of Pensacola; Due after plat approval, prior to receiving signatures]

Sec. 12-8-3. Procedure for subdivision approval.

(A) *Procedure for subdivision requiring a plat.*

(1) *Approval of preliminary plat by the planning board.*

(a) Any person desiring to divide land into three (3) or more lots shall first file with the planning board a preliminary plat of the subdivision prepared in accordance with the requirements of section 12-8-8.

(b) Accompanying the preliminary plat shall be a general location sketch map showing the relationship of the proposed subdivision to existing community facilities which serve or influence it. On such sketch map, the main traffic arteries, shopping centers, schools, parks, and playgrounds, principal places of employment and other principal features should be noted.

(c) Where the preliminary plat submitted covers only a part of the total contiguous property under the subdivider's ownership, a sketch of the prospective future street system of the unsubdivided part shall be required if not shown on a previously approved conceptual plan or plans for the entire property. The street system of the unplatte portion shall be planned to coordinate and connect with the street system of the platted portion.

(d) A master drainage plan at a scale not smaller than one inch equals two hundred (200) feet, shall be prepared. The master drainage plan shall be for the entire property and shall be reviewed by the city engineer in relation to the entire drainage basin. It is the specific intent of this requirement that rights-of-way and easements of all drainage improvements including but not limited to, retention ponds, ditches, culverts, channels, and the like required for the drainage of the site for both on-site and off-site improvements, shall be provided for the master drainage plan. Instruments shall be submitted fully executed in sufficient form for recording for all off-site drainage rights-of-way and easements not included on the final plat. These instruments shall be submitted with the final plat for recordation.

(e) Eleven (11) copies of the preliminary plat shall be submitted to The Community Development Department at least thirty (30) calendar days prior to the meeting at which it is to be considered.

(f) Prior to the examination of the preliminary plat, the planning board shall be furnished with reports from the city engineer, traffic engineer, energy services, Escambia County Utilities Authority, fire department, and the secretary to the planning board to the effect that said plat does or does not conform to the comprehensive plan, the provisions of this chapter, and with sound principles and practices of planning and engineering and with such other items that may affect the health, safety and welfare of the people.

(g) When, after examination, the planning board finds as fact that the aforementioned requirements have been met, the preliminary plat may be approved; however, such approval shall not constitute an approval of the final plat. If the preliminary plat is rejected, the planning board shall provide the applicant in writing a detailed list of reasons for rejection.

(2) *Approval of final plat by the planning board and city council.*

(a) The final plat shall conform substantially to the preliminary plat. The applicant shall submit only that portion of the approved preliminary plat which he proposes to record and develop. Such portion shall conform to all requirements of this chapter. Such final plat shall be submitted within one year (three hundred sixty-five (365) days) of the date of the approval of the preliminary plat. If more than one year has elapsed since the approval of the preliminary plat, the preliminary plat must be resubmitted to the planning board for their review and approval prior to submission of the final plat.

(b) Eleven (11) copies of the final plat shall be submitted to The Community Development Department at least thirty (30) calendar days prior to the meeting of the planning board at which it is to be considered. Before granting final approval of the plat, the planning board shall receive reports from the secretary to the planning board, the city engineer, the traffic engineer, energy services of Pensacola, the Escambia County Utilities Authority and the fire department.

(c) After approval by the planning board, the final plat shall be transmitted to the city council for approval. Approval of the plat shall be granted by the city council upon its finding that all the requirements of this chapter have been met.

(3) *Approval of a combined preliminary/final plat of a subdivision by the planning board and city council.* Subdivisions containing no more than four (4) lots fronting on an existing public street, right-of-way or an access easement, not involving any new street or road, or the extension of governmental facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provision of this code or the comprehensive plan, may be reviewed and approved through an abbreviated procedure which provides for the submittal of both the preliminary and final plat concurrently. All design standards, plat information and recording requirements as set forth in this chapter shall be complied with when exercising the abbreviated minor subdivision procedure.

(B) *Procedure for division of land requiring a boundary survey.* A division of land into no more than two (2) lots fronting on an existing public street, or an access easement not involving any new street or road, or the extension of governmental facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provision of this code or the comprehensive plan, may be reviewed and approved by the city engineer, city surveyor and city planner through an abbreviated procedure which provides for the submittal of a metes and bounds description and a legal boundary survey of the property.

(1) *Submission requirements.*

- (a) Any person desiring to divide land into no more than two (2) lots shall first submit three (3) copies of a metes and bounds description and a legal boundary survey of the property (equal to that required by F.S. § 472.27, pertaining to minimum technical standards for surveys, and having a minimum of four (4) concrete permanent reference monuments set) to The Community Development Department. The boundary survey shall be drawn at a scale of one hundred (100) feet to the inch, or less, and shall depict all information required by section 12-8-8(a) through (j).
- (b) If an access easement is required for the subdivision, this document shall be attached to each of the three (3) copies of the boundary survey.
- (c) All stormwater drainage requirements set forth in this chapter shall be complied with when exercising this procedure.

(2) *Final approval.*

- (a) The Community Development Department shall notify the applicant of the approval or disapproval of the subdivision boundary survey within nine (9) working days from submission.
- (b) If the subdivision boundary survey is rejected The Community Development Department shall provide the applicant, in writing, a detailed list of reasons for rejection.
- (c) Upon submission of the corrected subdivision boundary survey the Community Development Department shall notify the applicant of the approval or disapproval of the corrected boundary survey within nine (9) days. If the subdivision boundary survey is not approved, the minor subdivision must be resubmitted.
- (d) After the survey has been approved by city staff fourteen (14) blueprints and one (1) mylar of the survey shall be filed with The Community Development Department. In addition, one (1) copy each of any applicable recorded access easements shall be filed with The Community Development Department.
- (e) Furthermore, no building permit shall be issued until the survey has been approved by city staff and any accompanying documentation has been recorded.