

Preliminary Plat Application Levy County, Florida

Filing Date: _____ **Petition No. PP** _____
Amount of Fee: \$235.00 **Validation Number:** _____

TO THE LEVY COUNTY PLANNING COMMISSION:

Application is hereby made to the Planning Commission of Levy County, pursuant to the provisions of Chapter 163, Florida Statutes, as amended, and the Levy County Development Code, Chapter 50-532, petitioning for a Preliminary Plat on the following described:

I. Applicant/Agent and Request Information - Please print unless otherwise specified.			
Owner's Name: _____		Phone Number: _____	
Address: _____			
City	State	Zip Code	

Surveyor's Name: _____		Phone Number: _____	
Address: _____			
City	State	Zip Code	

II. Parcel Information:			
1. Proposed Subdivision Name: _____			
2. Parcel Number (s) Section/Township/Range Acreage			
a. _____		_____	
b. _____		_____	
Total Acreage:			_____

3. Locational Description. (Please attach copy of legal description or existing plat if property in question is a re-plat.)

4. Proposed use of property: _____

5. Present Zoning/Land Use: _____ 6. Proposed Zoning Changes: _____

7. Number of lots _____ 8. Acres in each Parcel: _____

9. Do you propose deed restrictions? Yes _____ No _____

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10. What type of sewage disposal do you propose? _____

11. List all proposed improvements and utilities and state your intentions to install or post a guarantee prior to actual installation.

NOTE: Board of County Commissioners approval of a preliminary plat shall expire after a period of eighteen (18) months, unless an extension is requested and granted by the BOCC, or unless a construction development permit, if required is granted within the eighteen (18) month period and construction is performed continuously until completion with any break in construction lasting for no more than six (6) months.

III. To Be Supplied At the Time of Submission:

Attach the items in the order listed below. The application will not be processed without these items. Any information changes must be submitted, in writing to the Levy County Development Department and received one week prior to the Planning Commission Public Hearing.

- Original completed application form with owner's signature (if representing themselves) or authorized agent's signature with a notarized letter from the property owner giving permission for the surveyor to act as agent. **(must be completed in blue ink only or marked/stamped original)**. The completed application form must include 22 each of the following supporting documents.
 - Deed
 - Location map
 - Proposed Preliminary Plat (Three of which must be signed and sealed by a licensed florida surveyor).

IV. Application Instructions

- (a) An application for a Preliminary Plat must be accompanied by a fee of \$235.00 **plus all fees and costs for services of County Engineer, outside legal counsel or other professional consultants in connection with the application.** Please note, application fee may be subject to change.
- (b) If the applicant is not the owner of record of the property, the owner must agree to this application either by signing the application form, or by submitting a notarized letter authorizing the applicant to act as an agent. Owner's authorization is required at the time this application is submitted.
- (c) All required documentation an submission material is required to accompany the application at the time the request is submitted. Applications are screened for completeness. Depending on the proposed use, additional information may be required. **Failure to provide all information and submission material required shall delay the public review of the application until such time as all materials are received.**

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- (d) The Preliminary Plat applications are processed once a month. Applications received by the first day of the month preceding a regular monthly meeting of the planning commission will **tentatively** be scheduled, advertised and presented at a public hearing the following month. Applications received after the first of the month will not be scheduled for the following month.
- (e) Applications may be submitted as follows:
- In Person: Levy County Zoning Department generally located on alternate 27, within the Levy County Building and Zoning Office.
- By Mail: Levy County Zoning Department, Levy County Courthouse, Post Office Box 672 Bronson, Florida, 32621.
- (f) This office will prepare the poster(s) and place them on the property involved in this request.
- (g) Abutting property owners will be notified by mail of the request. "Abutting property" is any property immediately adjacent or contiguous to the property which is the subject of this request or located within 300' (three hundred feet) of the subject property lines including, immediately across any road or public right-of-way for said property.
- (h) **The applicant, or his duly authorized representative, shall attend the planning commission meeting at which the preliminary plat is to receive. The planning commission may, in its discretion, either proceed with the public hearing and consideration of an application or table the application in the event the applicant or his duly authorized representative does not appear at the planning commission meeting. [Levy County Land Development Code, Chapter 50, Section 532]**

Additional Assistance: If you require further information, please contact the Levy County Development Department (352) 486-5203 or visit the above address in person.

I _____, have read and understand the instructions and submission requirements stated in this application. Approval granted by said Commission in no way constitutes a waiver from any applicable Local, State, or Federal regulation.

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the legal owner or authorized agent of the above described property.

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Levy County, Florida**

OFFICE USE ONLY:

Planning Commission Public Hearing Date: _____ Time: _____

Board of County Commissioners Hearing Date: _____ Time: _____

Planning Commission Action: Approval Denial _____

Notes, Instructions and Comments:
