



GROWTH MANAGEMENT
 205 North Marion Ave
 Lake City, Florida 32055
 Telephone (386) 719-5750
 growthmanagement@lcfla.com

FOR PLANNING USE ONLY
Application # _____
Application Fee \$ _____
Receipt No. _____
Filing Date _____
Completeness Date _____

Minor/Major Subdivision – Preliminary/Final Plat

Minor Subdivision (Four (4) or less lots) \$400.00

Major Subdivision (Five (5) or more lots) \$750.00

A. PROJECT INFORMATION

- Project Name: _____
- Address of Subject Property: _____
- Parcel ID Number(s): _____
- Future Land Use Map Designation: _____
- Zoning Designation: _____
- Acreage: _____
- Existing Use of Property: _____
- Proposed use of Property: _____
- Type of Development (Check All That Apply):
 - () Increase of floor area to an existing structure: Total increase of square footage _____
 - () New construction: Total square footage _____
 - () Relocation of an existing structure: Total square footage _____

B. APPLICANT INFORMATION

- Applicant Status Owner (title holder) Agent
- Name of Applicant(s): _____ Title: _____
 Company name (if applicable): _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: (____) _____ Fax: (____) _____ Email: _____

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.

- If the applicant is agent for the property owner*.
 - Property Owner Name (title holder): _____
 - Mailing Address: _____
 - City: _____ State: _____ Zip: _____
 - Telephone: (____) _____ Fax: (____) _____ Email: _____

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.

***Must provide an executed Property Owner Affidavit Form authorizing the agent to act on behalf of the property owner.**

C. ADDITIONAL INFORMATION

1. Is there any additional contract for the sale of, or options to purchase, the subject property?
If yes, list the names of all parties involved: _____
If yes, is the contract/option contingent or absolute: Contingent Absolute
2. Has a previous application been made on all or part of the subject property?
Future Land Use Map Amendment: Yes _____ No _____
Future Land Use Map Amendment Application No. CPA _____
Site Specific Amendment to the Official Zoning Atlas (Rezoning): Yes _____ No _____
Site Specific Amendment to the Official Zoning Atlas (Rezoning) Application No. _____
Variance: Yes _____ No _____
Variance Application No. V _____
Special Exception: Yes _____ No _____
Special Exception Application No. SE _____

D. ATTACHMENT/SUBMITTAL REQUIREMENTS

1. Vicinity Map – Indicating general location of the site, abutting streets, existing utilities, complete legal description of the property in question, and adjacent land use.
2. Site Plan – Including, but not limited to the following:
 - a. Name, location, owner, and designer of the proposed development.
 - b. Present zoning for subject site.
 - c. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties and any screening or buffers on such properties.
 - d. Date, north arrow, and graphic scale not less than one inch equal to 50 feet.
 - e. Area and dimensions of site (Survey).
 - f. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
 - g. Access to utilities and points of utility hook-up.
 - h. Location and dimensions of all existing and proposed parking areas and loading areas.
 - i. Location, size, and design of proposed landscaped areas (including existing trees and required landscaped buffer areas).
 - j. Location and size of any lakes, ponds, canals, or other waters and waterways.
 - k. Structures and major features fully dimensioned including setbacks, distances between structures, floor area, width of driveways, parking spaces, property or lot lines, and percent of property covered by structures.
 - l. Location of trash receptacles.
 - m. For multiple-family, hotel, motel, and mobile home park site plans:
 - i. Tabulation of gross acreage.
 - ii. Tabulation of density.
 - iii. Number of dwelling units proposed.
 - iv. Location and percent of total open space and recreation areas.
 - v. Percent of lot covered by buildings.

- vi. Floor area of dwelling units.
- vii. Number of proposed parking spaces.
- viii. Street layout.
- ix. Layout of mobile home stands (for mobile home parks only).

3. Stormwater Management Plan—Including the following:
 - a. Existing contours at one foot intervals based on U.S. Coast and Geodetic Datum.
 - b. Proposed finished elevation of each building site and first floor level.
 - c. Existing and proposed stormwater management facilities with size and grades.
 - d. Proposed orderly disposal of surface water runoff.
 - e. Centerline elevations along adjacent streets.
 - f. Water management district surface water management permit.
4. Fire Department Access and Water Supply Plan: The Fire Department Access and Water Supply Plan must demonstrate compliance with Chapter 18 of the Florida Fire Prevention Code, be located on a separate signed and sealed plan sheet, and must be prepared by a professional fire engineer licensed in the State of Florida. The Fire Department Access and Water Supply Plan must contain fire flow calculations in accordance with the Guide for Determination of Required Fire Flow, latest edition, as published by the Insurance Service Office (“ISO”) and/or Chapter 18, Section 18.4 of the Florida Fire Prevention Code, whichever is greater.
5. Concurrency Impact Analysis: Concurrency Impact Analysis of impacts to public facilities. For commercial and industrial developments, an analysis of the impacts to Transportation, Potable Water, Sanitary Sewer, and Solid Waste impacts are required.
6. Comprehensive Plan Consistency Analysis: An analysis of the application’s consistency with the Comprehensive Plan (analysis must identify specific Goals, Objectives, and Policies of the Comprehensive Plan and detail how the application complies with said Goals, Objectives, and Policies).
7. Legal Description with Tax Parcel Number (In Word Format).
8. Proof of Ownership (i.e. deed).
9. Agent Authorization Form (signed and notarized).
10. Proof of Payment of Taxes (can be obtained online via the Columbia County Tax Collector’s Office).
11. Fee. The application fee for a Minor Site and Development Plan Application is \$400 and for a Major Site and Development Plan Application is \$750.00. No application shall be accepted or processed until the required application fee has been paid.

12. All property owners within three hundred (300) feet be notified by certified mail by the proponent and proof of the receipt of these notices be submitted as part of the application package submittal.

The Growth Management Department shall supply the name and addresses of the property Owners, the notification letters and the envelopes to the proponent.

13. Minor Subdivision is not required to be heard by the Planning and Zoning Board. A Minor Subdivision is only required to have City Council approval.

NOTICE TO APPLICANT

All twelve (12) attachments are required for a complete application. Once an application is submitted and paid for, a completeness review will be done to ensure all the requirements for a complete application have been met. If there are any deficiencies, the applicant will be notified in writing.

A total of two (2) paper copies of proposed site plan application and all support materials must be submitted along with one (1) PDF copy or on a CD. See City of Lake City submittal guidelines for additional submittal requirements.

THE APPLICANT ACKNOWLEDGES THAT THE APPLICANT OR AGENT MUST BE PRESENT AT THE PUBLIC HEARING BEFORE THE PLANNING AND ZONING BOARD FOR MAJOR SUBDIVISIONS ONLY, AS ADOPTED IN THE BOARD RULES AND PROCEDURES, OTHERWISE THE REQUEST MAY BE CONTINUED TO A FUTURE HEARING DATE.

I hereby certify that all of the above statements and statements contained in any documents or plans submitted herewith are true and accurate to the best of my knowledge and belief.

Applicant/Agent Name (Type or Print)

Applicant/Agent Signature

Date

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by (name of person acknowledging).

(NOTARY SEAL or STAMP)

Signature of Notary

Printed Name of Notary

Personally Known _____ OR Produced Identification _____
Type of Identification Produced

CITY OF LAKE CITY

LAND DEVELOPMENT REGULATIONS

ARTICLE FIVE. SUBDIVISION REGULATIONS

SECTION 5.1 APPENDICES

The appendices set forth in these land development regulations are made a part hereof and shall be used where required by these land development regulations.

SECTION 5.2 POLICY

5.2.1 It is hereby declared to be the policy of the City to consider the subdivision of land and the development of a subdivision plat as subject to the control of the City pursuant to the Comprehensive Plan for the orderly, planned, efficient, and economical development of the area.

5.2.2 Land to be subdivided shall:

1. Aid in the coordination of land development in accordance with orderly physical patterns.
2. Discourage haphazard, premature, uneconomic, or scattered land development.
3. Ensure safe and convenient traffic control.
4. Encourage development of an economically stable and healthful community.
5. Ensure adequate utilities.
6. Prevent periodic and seasonal flooding by providing adequate protective flood control and drainage facilities.
7. Provide public open spaces and/or parks for recreation.
8. Assure land subdivision with installation of adequate and necessary physical improvements.
9. Assure that citizens and taxpayers will not have to bear the costs resulting from haphazard subdivision of land and the lack of authority to require installation by the subdivider of adequate and necessary physical improvements.
10. Assure to the purchaser of land in a subdivision that necessary improvements of lasting quality have been installed.
11. Serve as one (1) of the several instruments of implementation for the Comprehensive Plan.

SECTION 5.3 PURPOSE

It is the intent of these land development regulations to encourage and promote, in accordance with present and future needs, the safety, morals, health, order, convenience, prosperity and general welfare of the residents of the City.

SECTION 5.4 CONDITIONS

Regulation of the subdivision of land and the attachment of reasonable conditions to land subdivision is an exercise of valid police power delegated by the State to the City. The subdivider has the duty of compliance with reasonable conditions established by the City for design, dedication, improvement,

and restrictive use of the land so as to conform to the physical and economic development of the area and to the safety and general welfare of future property owners in the subdivision and of the community at large.

SECTION 5.5 CHARACTER OF THE LAND

Land which the City Council finds to be unsuitable for subdivision of development due to flooding, improper drainage, steep slopes, rock formations, adverse earth formations or topography, utility easements, or other features which will reasonably be harmful to the health, safety and general welfare of the present or future inhabitants of the subdivision and/or its surrounding areas, shall not be subdivided or developed unless adequate methods are formulated by the subdivider and approved by the City Council to solve the problems created by the unsuitable land conditions.

SECTION 5.6 JURISDICTION

- 5.6.1 These land development regulations shall apply to all subdivisions of land, as defined herein, located within the incorporated area of the City.
- 5.6.2 No land shall be subdivided within any area subject to these land development regulations until:
1. The subdivider or his/her agent has obtained approval of the final plat by the City Council; and
 2. The approved final plat is filed with the Clerk of the Circuit Court of the County.
- 5.6.3 No building permit shall be issued for any parcel or plat of land which was created by subdivision after the effective date, of and not in conformity with, the provisions of these land development regulations. No excavation of land or construction of any public or private improvements shall take place or be commenced except in conformity with these land development regulations.

SECTION 5.7 MAINTENANCE

Nothing in these land development regulations shall be construed as meaning that the City shall take over for maintenance any road, street, utilities, public parking or other public area, or drainage facility related thereto, except those designed and built in accordance with the City's requirements and accepted for maintenance by specific action by the City Council.

SECTION 5.8 PLATS STRADDLING LOCAL GOVERNMENT BOUNDARIES

Whenever access to the subdivision is required across land in another government's jurisdiction, the City Council may request assurance from that government's attorney that access is legally established, and that the access road is adequately improved or that a performance bond has been duly executed and is sufficient in amount to assure the construction of the access road.

SECTION 5.9 RESUBDIVISION OF LAND

- 5.9.1 Procedure for Resubdivision. For any change in a map of an approved or recorded subdivision plat, if such change affects any street layout shown on such map or area reserved thereon for public use, or any lot line, or if it affects any map or plan legally reached prior to the adoption of any regulations controlling subdivisions, such parcel shall be approved by the City Council by the same procedure, rules, and regulations as for a subdivision.
- 5.9.2 Procedure for Subdivisions Where Future Resubdivision is Indicated. Whenever a parcel of land is subdivided and the subdivision plat shows one (1) or more lots containing more than one (1) acre of land and where such lots could eventually be re-subdivided into smaller building sites, the City Council may require that such parcel of land allow for the future opening of streets and the ultimate extension of adjacent streets and utilities. Easements

providing for the future opening and extension of such streets may be made a requirement of the plat.

SECTION 5.10 SELF-IMPOSED RESTRICTIONS

If the subdivider places restrictions on any of the land contained in the subdivision greater than those required by these land development regulations, such restriction or reference thereto shall be indicated on the subdivision plat and/or recorded with the Clerk of the Circuit Court of the County.

SECTION 5.11 SUBDIVISION BY METES AND BOUNDS

The subdivision of any lot or parcel of land, by the use of metes and bounds description for the purpose of sale, transfer, or lease, shall be subject to all of the requirements of these land development regulations. Such subdivision of a parcel of land by the use of metes and bounds description for the purpose of sale, transfer or lease shall be subject to these subdivision regulations where two (2) or more developments which separately do not meet the literal definition of a subdivision but which collectively demonstrate at least one (1) of the following characteristics:

1. The same person has retained or shared control of the parcels within the developments;
2. The same person has ownership or a significant legal or equitable interest in the parcels within the developments
3. There is common management of the development controlling the form of physical development or disposition of parcels of the development,
4. There is a voluntary sharing of infrastructure that is indicative of common development, or
5. There is a common advertising theme or promotional plan for the parcels within the developments.

SECTION 5.12 SUBDIVISION NAME

Every subdivision shall be given a name by which it shall be legally known. Such name shall not be the same or similar to a subdivision name appearing on another recorded plat within the City so as to confuse the records or to mislead the public as to the identity of the subdivision, except when the subdivision is subdivided as an additional unit or section by the same subdivider or his or her successors in title. The name of the subdivision shall be shown in the dedication and shall coincide exactly with the subdivision name. The City Council shall have final authority to approve the names of subdivisions.

SECTION 5.13 VACATION AND ANNULMENT OF PLATS

The vacation and annulment of plats shall be according to Chapter 177, Florida Statutes, as amended. In addition, the City Council may, on its own motion, order the vacation and revision to acreage of all or any part of a subdivision within its jurisdiction including the vacation of streets or other parcels of land dedicated for public purposes or any of such streets or other parcels, when:

1. The plat of which subdivision was recorded as provided by law not less than five (5) years before the date of such action, and
2. In which subdivision or part thereof not more than ten (10) percent of the total subdivision area has been sold as lots by the original subdivider or his or her successor in title.

Such action shall be based on a finding by the City Council that the proposed vacation and reversion to acreage of subdivided land conforms to the Comprehensive Plan and that the public health, safety, economy, comfort, order, convenience, and welfare will be promoted thereby. Before acting on a proposal for vacation and reversion of subdivided land to acreage, the City Council shall hold a public hearing thereon with due public notice. No owner of any parcel of land in a subdivision shall be deprived by the reversion to acreage of all or any part of the subdivision of reasonable access to existing facilities to which such parcel has theretofore had access, provided that such access remaining or provided after

such vacation need not be the same as that theretofore existing, but shall be reasonably equivalent thereto. If land in a subdivision or part thereof is proposed for reversion to acreage, the City Council shall conduct proceedings for amending the zoning district designation of such acreage as may be deemed advisable in view of the conditions that will exist subsequent to such reversion to acreage.

SECTION 5.14 GENERAL PROCEDURE

- 5.14.1 Preparation of Plats. All preliminary and final plats shall be prepared and certified by a registered land surveyor and construction plans and specifications for required improvements shall be prepared and certified by a registered engineer.
- 5.14.2 Classification of Subdivisions. 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 erection of a structure in such proposed subdivision shall be granted, the subdividing owner, or his or her authorized agent, shall apply for and secure approval of such proposed subdivision in accordance with the following procedure, which includes basically two (2) steps for a minor subdivision and four (4) steps for a major subdivision (see Section 2.1 for the definition of a major and minor subdivision):
1. Minor Subdivision
 - a. Pre-application Conference
 - b. Final Subdivision Plat
 2. Major Subdivision
 - a. Pre-application Conference
 - b. Preliminary Plat
 - c. Construction Plans
 - d. Final Subdivision Plat
- 5.14.3 Modified Procedure for Minor Subdivisions. Proposed subdivisions meeting the criteria of a minor subdivision as defined by these land development regulations in Section 2.1 shall not have to comply with Sections 5.16 and 5.8. A final plat may be prepared directly following the pre-application conference in accordance with the final plat procedure as outlined in Section 5.19.

SECTION 5.15 INFORMAL CONFERENCE

- 5.15.1 Prior to the submission of the preliminary plat and plat, a request shall be made by the subdivider for an informal conference with the Land Development Regulation Administrator. At the time of the request, the following information shall be submitted to and reviewed by the Land Development Regulation Administrator and other departments or agencies as may be requested by the Land Development Regulation Administrator prior to the conference:
1. Subdivision information as requested.
 2. Location map.
 3. Land inspection sketch or topographic survey.
 4. Photographs.
 5. Covenant or deed restrictions.
 6. Sewage disposal proposal; and

7. Other information if the subdivider wishes to present it at such time.

The conference shall be held within fifteen (15) days after said request is formally filed with the Land Development Regulation Administrator.

SECTION 5.16 SUBMISSION OF PRELIMINARY PLAT

Following the informal conference, the subdivider shall prepare a preliminary plat as required herein.

- 5.16.1 Prior to submission of the preliminary plat materials to the Planning and Zoning Board, the subdivider shall submit eighteen (18) copies of the preliminary plat materials as specified herein to the Land Development Regulation Administrator.
- 5.16.2 The Land Development Regulation Administrator shall transmit copies of the preliminary plat materials to the Water Management District and other appropriate departments or agencies as the case may require for review and comment.
- 5.16.3 Planning and Zoning Board Review of the Preliminary Plat. Following review of the materials by the departments or agencies, which received copies of the preliminary plat, the Planning and Zoning Board shall review the preliminary plat at a scheduled meeting as part of a previously prepared agenda, within thirty (30) days of receipt of the complete preliminary plat, to determine conformity with the Comprehensive Plan and these land development regulations. At the meeting, any person may appear in person or by agent. The Planning and Zoning Board shall recommend to the City Council approval, approval subject to conditions, or disapproval of the preliminary plat. In recommending approval subject to conditions or in recommending disapproval, the reasons for such action shall be stated in writing to the subdivider. Reference shall be made to the specific sections of these land development regulations, the Comprehensive Plan or other ordinances or regulations with which the preliminary plat does not comply.
- 5.16.4 The preliminary plat shall include topographic data, other required preliminary plans and a draft of any protective covenants. The preliminary plat shall include existing conditions as follows except when otherwise specified by the Planning and Zoning Board or City Council:
 1. Boundary lines, including bearings and distances.
 2. Easements, including locations, width and purpose.
 3. Streets on and adjacent to the tract: name and right-of-way width and location; type, width and elevation of surfacing; any legally established center line elevations; walks, curbs, gutters, culverts, etc.
 4. Ground elevations on the tract with a maximum contour interval of one (1) foot where overall slopes are zero (0) percent to two (2) percent, two (2) feet where slopes are over two (2) percent, based on United State Geodetic Survey Datum. These elevations shall be prepared by a registered land surveyor.
 5. Subsurface conditions on the tract; if required by the Planning and Zoning Board or City Council: location and results of tests made to ascertain subsurface soil, rock and ground water conditions; depth to ground water unless test pits are dry at a depth of five (5) feet; location and results of soil percolation tests if individual sewage disposal systems are proposed.
 6. Other conditions on the tract; watercourses, marshes, rock outcrop, wooded areas, isolated preservable trees one foot or more in diameter, houses, barns, shacks and other significant features.

7. Owners of adjacent unplatted land; for adjacent platted land refer to subdivision plat by name, recordation date, and number.
 8. Photographs: if required by the Planning and Zoning Board or City Council, including camera locations, directions of views and key numbers.
 9. Zoning: Zoning on and adjacent to the tract.
 10. Key plan: Key plan showing location of the tract.
 11. Title and certificates: present tract designation according to official records in office of appropriate recorder; title under which proposed subdivision is to be recorded, with names and addresses of owners, notation stating acreage, scale, north arrow, datum, benchmarks, certification of registered land surveyor and date of survey.
- 5.16.5 The preliminary plat shall be at a scale of one hundred (100) feet to one (1) inch or larger. It shall show all proposals including the following:
1. Streets: names; right-of-way and roadway widths; approximate grades and gradients; similar data for alleys, if any.
 2. Other rights-of-way or easements, including location width and purpose.
 3. Lot lines, lot numbers and block numbers.
 4. Sites, if any, to be reserved or dedicated for parks, playgrounds or other public uses.
 5. Minimum building setback lines.
 6. Number of residential lots, typical lots size, and acres in parks, etc.
 7. Title, scale, north arrow, and date.
- 5.16.6 Other Preliminary Plans. When required by the Planning and Zoning Board or City Council, the preliminary plat shall be accompanied by profiles showing existing ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision; and preliminary plan of proposed sanitary and storm water sewers with grades and sizes indicated. All elevations shall be based on a datum plan as specified within these land development regulations.
- 5.16.7 Draft of protective covenants whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development.
- 5.16.8 Following review by the Planning and Zoning Board, the City Council shall consider approval, approval with conditions, or disapproval of the preliminary plat at its next regularly scheduled meeting as part of a previously prepared agenda. The reasons for approving with conditions or disapproving shall be stated in writing to the subdivider. Reference should be made to the specific sections of these or other applicable ordinances or regulations with which the preliminary plat does not comply.
- 5.16.9 At this stage, if the proposed subdivision is an extensive and the City Council finds that development in stages is consistent with the intent and purpose of these land development regulations, the City Council, with the aid of the Land Development Regulation Administrator and appropriate departments shall, if approval of the preliminary plat and construction plans has been given, work out an agreement (or agreements) with the subdivider. This agreement (or agreements) shall include, but not to be limited to, provisions for carrying out the required construction and improvements to completion and the developing of the subdivision in stages.

This agreement (called the Subdivider's Agreement) shall constitute a covenant by the City Council and the subdivider of the subdivision. The terms and conditions of which shall run with the land and be binding upon all successors in interest to the subdivider.

- 5.16.10 Approval of the preliminary plat and construction plans by the City Council is authorization for the subdivider to proceed with site development and the installation of improvements in accordance with the approved construction plans, subject to the approval of other agencies having authority. In the event minor changes or deviations from the approved construction plans are necessary due to requirements caused by actual construction or other necessary causes, the City Council shall authorize such minor changes or deviations. If minor changes or deviations are authorized, the subdivider shall submit new construction plan materials as specified herein.

SECTION 5.17 CONSTRUCTION PLAN SPECIFICATIONS

Plans for the required improvements shall be prepared for the approval of the City Council either at the time of submission of the preliminary plat or prior to submission of the final plat to the City.

The City Council shall consider approval, approval with conditions or disapproval of the construction plans at a regularly scheduled meeting as part of a previously prepared agenda. The reasons for approving with conditions or disapproving shall be stated in writing to the subdivider. Reference should be made to the specific sections of these or other applicable ordinances or regulations with which the construction plans do not comply.

- 5.17.1 Required Materials for Submission. Six (6) sets of construction plans and necessary supporting material shall be submitted in accordance with the procedure outlined in these land development regulations.
- 5.17.2 Plans Specifications. Construction plans shall show the proposed locations, sizes, grades, and general design features of each facility and shall be drawn to a scale of one (1) inch represents one hundred (100) feet or larger and shall consist of the following:
1. A topographic map of the subdivision with a maximum contour interval of one (1) foot where overall slopes are zero (0) percent to two (2) percent, two (2) feet where slopes are over two (2) percent, based on United States Coast and Geodetic Datum.
This topographic map shall be prepared by a registered land surveyor.
 2. A contour drainage map of the basins within the proposed subdivision, with the size of each basin shown in acres. The outlines and sizes, in acres, of all existing and proposed drainage areas shall be shown and related to corresponding points of flow concentration. Each drainage area shall be clearly delineated. Flow paths shall be indicated throughout. Existing and proposed structures affecting the drainage shall be shown.
 3. Plans showing proposed design features and typical sections of canals, swales and all other open channels, storm sewers, all drainage structures and other proposed subdivision improvements.
 4. Plans and profiles for all proposed streets and curbs are required. Where proposed streets intersect existing streets, elevations and other pertinent details shall be shown for existing streets for a minimum distance of three hundred (300) feet from point of intersection.
 5. Plans of any proposed water distribution system and sanitary sewer collection system showing pipe sizes and location of valves, pumping stations and fire hydrants, where the installation of such facilities are required by these land development regulations. Such plans shall include utilities on and adjacent to the tract: location, size and invert

elevation of sanitary, storm and combined sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone poles, and street lights; if water mains and sewers are not on or adjacent to the tract, indicate the direction and distances to, and size of nearest ones, showing invert elevation of sewers.

6. Plans for all road and street signs and street name signs showing the location of such signage and any other traffic safety control devices which is required or proposed. In addition, the specifications for such signage shall be provided as part of this plan, which shall detail in diagram form as necessary the size, material, color, and specifications for installation of such signage.
7. Proposed public improvements: highways or other major improvements planned by public authorities for future construction on or near the tract.
8. Other information on the construction plans as may be required by the City Council.

SECTION 5.18 SUBMISSION OF FINAL PLAT AND DATA

The final plat shall be drawn in ink on mylar sheets eighteen (18) wide by (twenty-four (24) inches long and shall be at a scale of one hundred (100) feet to one (1) inch or larger.

- 5.18.1 Where necessary, the plat may be on several sheets accompanied by the final plat, may be submitted for approval progressively in contiguous sections satisfactory to the City Council. The final plat shall show the following:
1. Primary control points, approved by the Public Works Director, or descriptions and "ties" to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
 2. Tract boundary lines, right-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites; with accurate dimensions, bearings on deflection angles, and radii, arcs, and central angles of all curves.
 3. Name and right-of-way width of each right-of-way.
 4. Location, dimensions and purpose of any easements.
 5. Number to identify each lot or site.
 6. Purpose for which sites, other than residential lots, are dedicated or reserved.
 7. Minimum building setback line on all lots and other sites.
 8. Location and description of monuments.
 9. Names of record owners of adjoining unplatted land.
 10. Reference to recorded subdivision plats of adjoining platted land by record name, date and number.
 11. Certification by land surveyor or engineer certifying to accuracy of survey and plat.
 12. Certification of title showing that subdivider is the landowner.
 13. Statement by the subdivider, dedicating streets, rights-of-way and any sites for public uses.
 14. Title, scale, north arrow and date.
 15. The following shall likewise be submitted:

- a. Cross sections and profiles of streets showing grades approved by the Public Works Director. The profiles shall be drawn to City standard scales and elevations and shall be based on a datum plans approved by the Public Works Director.
- b. Protective covenants in form for recording.
- c. Such other certificates, affidavits, endorsements, or deductions as may be required by the City Council in the enforcement of these land development regulations.
- d. Developer(s) shall submit, for approval by the City Council, the incorporating documents and by-laws of the owners' association including responsibilities of maintenance and repairs of service systems as benefits owners of the proposed development.

Exception: Subdivisions of ten (10) lots or less, being residential in use and zoning, not requiring the installation of streets, roads or easements for purpose of ingress and egress, or require the creation of drainage systems which require the connection with public maintained systems may include protective covenants recorded on the plat and/or other documents recorded and referenced on the final plat.

SECTION 5.19 CONDITIONAL APPROVAL OF FINAL PLAT

The conditional approval of the final plat shall be granted if deemed advisable by the City Council pending the fulfillment of requirements as set forth in these land development regulations.

SECTION 5.20 FULL APPROVAL OF FINAL PLAT

A certificate by the Public Works Director, or other person to whom such responsibility is delegated by the City Council, certifying that the subdivider has posted bond or installed the required improvements shall entitle the subdivider to full approval and the recording of the final plat.

SECTION 5.21 GENERAL IMPROVEMENTS

Where required by these land development regulations, the subdivider shall grade and improve streets; install sidewalks, street name signs, street lights, fire hydrants, and curbs and gutters; place monuments and corner stakes and install sanitary sewer and water mains and storm water facilities in accordance with the specifications of these land development regulations and any other specifications established by the City Council. The City Council may, if conditions warrant such action, require that improvements be designed and constructed to higher standards than are incorporated herein. Required improvements shall be paid for by the subdivider.

In addition to the requirements established herein, all subdivision plats shall comply with the following laws, rules, and regulations:

1. Applicable statutory provisions.
2. The Building Code, and other applicable land development regulations of the City.
3. The Comprehensive Plan in effect at the time of submission.
4. Rules and regulations of the Florida Department of Health and Rehabilitative Services, Florida Department of Environmental Protection, the appropriate Water Management District and other appropriate regional, State and Federal agencies.
5. Rules and regulations of the Florida Department of Transportation if the subdivision or any lot contained therein abuts a State highway.

SECTION 5.22 SUBDIVISIONS LOCATED OUTSIDE THE CORPORATE LIMITS OF THE CITY BUT CONNECTED TO CITY UTILITIES

Subdivisions which are located outside the corporate limits of the City but are to be connected to and serviced by municipal utilities such as water, sewage, and/or natural gas shall meet all the requirements of the applicable sections of these land development regulations, as well as City regulations governing the design, construction, and connection of such utilities.

SECTION 5.23 MONUMENTS

The subdivider shall adhere to the requirements of Chapter 177, Florida Statutes, as amended, regarding the placement of all monuments.

SECTION 5.24 REQUIREMENTS AND MINIMUM STANDARDS

The specifications and requirements set forth in this section shall be met in all subdivisions, and are conditions precedent to approval of any final plat.

5.24.1 Streets and Alleys

1. Relation to existing street system. The proposed streets in any subdivision shall, insofar as may be practical, conform to the alignment of existing streets, so as to extend or project the adjacent, or similarly aligned existing streets in the general area.
2. Street right-of-way widths. The minimum width of rights-of-way, measured between lot lines, shall be as follows:
 - a. Arterial streets and highways - one hundred (100) feet. (Arterial streets and highways are those used or designed to be used primarily for fast or heavy traffic.
 - b. Collector streets - sixty-five (65) feet. Collector streets are those which carry traffic from residential streets to arterial or other collector streets; and principal feeder streets in, to or through areas or neighborhoods.
 - c. Local streets - fifty (50) feet. Local streets are those which are used or intended to be used primarily for access to the abutting properties and designed for local traffic use.

5.24.2 Restriction of access. When a proposed residential subdivision abuts an arterial street or highway, the City Council shall require lots fronting on such arterial street or highway to be provided with access to a marginal access street.

5.24.3 Street grades. Grades on arterial streets, shall not exceed six (6) percent, nor be less than two-tenths (0.2) percent.

5.24.4 Horizontal curves. Horizontal curves shall be designed in accordance with Florida Department of Transportation Manual of Uniform Minimum Standards for Designs, Construction and Maintenance for Streets and Highways, as amended.

5.24.5 Vertical curves. Vertical curves shall be designed in accordance with Florida Department of Transportation Manual of Uniform Minimum Standards for Designs, Construction and Maintenance for Streets and Highways, as amended.

5.24.6 Intersections. Street intersections shall be as nearly at right angles as is practicable; no intersection shall be at any angle of less than sixty (60) degrees. Curbs of streets at ninety (90) degree intersections shall be connected by a curb with a horizontal radius of not less than twenty (20) feet.

- 5.24.7 Tangents on reverse curves. Tangents on reverse curves shall be designed in accordance with Florida Department of Transportation Manual of Uniform Minimum Standards for Designs, Construction and Maintenance for Streets and Highways, as amended.
- 5.24.9 Dead end streets (cul-de-sac). Minor streets or courts designed to have one end permanently closed shall not be more than six hundred (600) feet in length. Such streets shall be provided at the closed end with a turn-around having an outside right-of-way radius of not less than thirty (30) feet.
- 5.24.10 Private streets and reserve strip. There shall be no private streets platted in any subdivision. Every lot shall be served by a public dedicated street. There shall be no reserved strips controlling access to any streets, except where the control of such strips is definitely and permanently placed with the public under conditions approved by the City Council.
- 5.24.11 Street names.
1. Proposed streets which are in alignment with other streets, either existing or proposed, shall bear the same names as such existing or proposed street.
 2. In no case shall the name of proposed streets duplicate existing street names, or bear names which may be confused with existing streets.

SECTION 5.25 BLOCKS

A block is defined as a parcel of land consisting of one or more lots, and entirely surrounded by public streets, water-courses, railroad, public rights-of-way, parks, etc., or a combination thereof.

- 5.25.1 Length. Blocks shall not be shorter than six hundred (600) feet nor longer than twelve hundred (1,200) feet in length, except as does the City Council determine necessary to secure a more efficient use of land or desired features of street pattern.
- 5.25.2 Width. Blocks shall be wide enough to permit two (2) tiers of lots of minimum depth, except where fronting on arterial streets or highways and the rear of lots abut the arterial street or highway. In no case shall conditions be approved which permits a single tier of lots to be served by two (2) streets.

SECTION 5.26 LOT IMPROVEMENTS

- 5.26.1 Arrangement. Insofar as practical, side lot lines shall be at right angles to straight street lines, and radial to curved street lines.
- 5.26.2 Minimum size. No residential lot shall be permitted that is smaller in area than is required for residences by the land development regulations for the zoning district in which the proposed subdivision is located.
1. The City Council may require larger lot areas and dimensions than specified for a particular zoning district when the City Council deems it necessary to fit the topography, the type of development, or to provide safe, healthful home sites that are free from flooding.
 2. Lot dimensions, shall comply with any minimum standards as established within any land development regulations of the City and provided, that the lot length shall not exceed three (3) times the width of lots. In general, side lot lines shall be at right angles to street lines (or radial to curving street lines) unless variation from this standard will provide a better street or lot plan. The entrance of automobiles from the lot to the street shall be approximately at right angles or radial to street lines. Lots shall be laid out so as to provide positive drainage away from all buildings.

3. Double Frontage. Double frontage and reversed frontage lots shall be prohibited except where necessary to provide separation of residential development from existing streets or to overcome specific disadvantages of topography and orientation.
4. Access. Lots shall not derive access from an existing street except within a minor subdivision or a re-subdivision of land.
5. Corner Stakes. The subdivider shall adhere to the requirements of Section 177.091, Florida Statutes, as amended, and as required by Florida Administrative Code regarding the placement of all corner stakes.
6. Lots or parcels of land intended for commercial or industrial use shall be of an area adequate to meet all off-street parking, loading and unloading requirements of the land development regulations.

SECTION 5.27 PUBLIC LAND AND SERVICE AREAS

Due consideration shall be given to the allocation of land areas that are suitably located and of adequate size for schools, playgrounds, parks and other public uses.

- 5.27.1 Public open spaces. Where a school site, park site, recreational site, public access to water frontage, or any other public facility is shown on the Comprehensive Plan of the City, adopted by the City Council, is located in whole or in part in a proposed subdivision, the City Council may require the reservation of such land as lies within the subdivision for a period of time not to exceed two (2) years. During this two-year period the public agency having jurisdiction over the proposed use of the reserved land may acquire such land through negotiation with the owner. In the event the public agency does not acquire the land within this two-year period, or does not make satisfactory arrangements with the subdivider for an extension of such time, the subdivider may dispose of the land pursuant to law.
- 5.27.2 Easements. Except where alleys are provided for the purpose of placing utilities and access, the City Council may require utility easements, not exceeding twenty-five (25) feet in width, for the placement and service of poles, wires, pipes, conduits, storm and sanitary sewers, gas, water, or other utility lines along and centered on rear lot lines, side lot lines, or at other locations when necessary for extension of existing or proposed utilities.

SECTION 5.28 SUITABILITY OF LAND

- 5.28.1 The City Council shall not approve the subdivision of land if, from investigation conducted by state or county health authorities, it is determined that in the interest of the public the site is not suitable for platting and development purposes of the kind proposed.
- 5.28.2 Land that the City Council finds to be unsuitable for subdivision of development due to flooding, improper drainage, steep slopes, rock formations, adverse earth formations or harmful to the health, safety, and general welfare of the present or future inhabitants of the subdivision and/or its surrounding areas, shall not be subdivided or developed unless adequate methods are formulated by the subdivider and approved by the City Council to solve the problems created by the unsuitable land conditions.

SECTION 5.29 REQUIRED IMPROVEMENTS

- 5.29.1 Every subdivision developer shall grade, pave or otherwise improve as hereinafter specified all streets and alleys; install curbs, gutters, sidewalks, monuments, sewers, storm drains, water supply, and street name markers pursuant to these subdivision regulations, and in accordance with the "Standard Specifications for Road and Bridge Construction", latest edition and amendments as prepared by the Florida Department of Transportation.

5.29.2 Streets. The subdivider shall prepare the subgrade of all streets by grading to the profiles approved in the construction plans, compact and smooth the surface, provide and install paved surfaces as follows:

1. STANDARD A, for commercial and industrial subdivisions.
2. STANDARD B, for residential subdivisions where any lot is less than or equal to twenty thousand (20,000) square feet.
3. STANDARD C, for residential subdivisions where all lots are greater than twenty thousand (20,000) square feet but less than or equal to ten (10) acres.
4. STANDARD D, for residential subdivisions where all lots are greater than ten (10) acres.

Where the proposed subdivision includes an existing street, said street shall also be improved as required to conform to this schedule. This requirement shall not apply to any abutting street which is not connected with the proposed subdivision's street system.

STANDARD IMPROVEMENT

5.29.2.1 Grading and Centerline Gradients

Standards A, B, C and D: Grading and Centerline Gradients shall be a maximum of eight percent (8%) and a minimum of three-tenths of a percent (.3%) for standard A and B and a maximum of eight percent (8%) (No minimum) for standards C, and D.

5.29.2.2 Arterial Streets

Standards A, B, C and D: Arterial Streets shall be improved as follows: Two (2) twenty-four (24) foot wearing surfaces with twenty (20) foot median. The subdivider shall be required to install the second twenty-four (24) foot wearing surface only in large subdivisions where projected average daily traffic generated on the arterial by the subdivision exceeds seven thousand (7,000) vehicles. Minimum right-of-way shall be one hundred (100) feet.

5.29.2.3 Collector Streets

Standards A, B, C and D: Collector Streets shall be improved as follows:

1. Thirty-two (32) foot wearing surface and minimum right-of-way of sixty-five (65) feet.

5.29.2.4 Local Streets shall be improved as follows:

Standards A, B, C and D: Twenty-four (24) foot wearing surface and minimum right-of-way of fifty (50) feet.

5.29.2.5 Marginal Access Streets shall be improved as follows:

Standards A, B, C and D: Twenty-four (24) foot wearing surface and minimum right-of-way of fifty (50) feet.

5.29.2.6 Curb and gutter (see Appendix A) shall be provided as follows:

1. Standards A and B: Curbs not required, except in the following conditions:
 - a. Where slopes within the subdivision exceed three (3) percent, type E or F curb gutter shall be required.
 - b. Where slopes within the subdivision exceed two (2) percent, but do not exceed three (3) percent, grassed swales, paved swales, or type E or F curb gutter singularly or in combination shall be required as determined by the Public Works Director, using engineering best practices to determine the required stormwater management improvement.

2. Standards C and D: Curbs not required.

5.29.2.7 Stabilized Shoulders

Standards C and D: Stabilized Shoulders shall be required on both sides of all streets not having curb and gutter. Stabilized shoulders shall be six (6) feet in width and constructed as specified for the subgrade (see Section 5.26.2.9) except that they shall be constructed to a compacted thickness of four (4) inches and have a minimum compaction as required by the Florida Department of Transportation Standard Specification for Road and Bridge Construction Manual, as amended.

5.29.2.8 Roadside Swales

Standards C and D: Roadside Swales shall have side slopes and back slopes no steeper than four (4) to one (1). Run-off may be accumulated and carried in the swales in the right-of-way up to but not above the point where flooding of the shoulders or roadside property would occur. Water in excess of this quantity shall be diverted from the roadside swales and carried away by storm sewers or other approved means.

5.29.2.9 Subgrade

Standards A, B, C and D: Subgrade shall have a compacted thickness of eight (8) inches, stabilized to a minimum Florida Department of Transportation compaction standards for road construction, as amended, such materials shall be removed to a minimum depth of eighteen (18) inches below the pavement base and replaced with acceptable material as specified by the Florida Department of Transportation Standard Specification for Road and Bridge Construction Manual, as amended.

5.29.2.10 Pavement Base shall be improved as follows:

1. Arterial

Standards A, B, C and D: Eight (8) inches of compacted limerock.

2. Collector, Local, and Marginal Access Streets:

- a. Standard A: Eight (8) inches of compacted limerock.
- b. Standards B and C: Six (6) inches of compacted limerock.
- c. Standard D: Six (6) inches of compacted limerock shall be constructed above the subgrade and stabilized to have a minimum compaction as specified by the Florida Department of Transportation Standard Specification for Road and Bridge Construction Manual, as amended.

5.29.2.11 Wearing Surface shall be improved as follows:

1. Arterials

Standards A, B, C and D: One and one-half (1 1/2) inches of Type I asphaltic concrete surface course.

2. Collector, Local, and Marginal Access Streets:

- a. Standards A, B and C: One and one-fourth (1 1/4) inch of Type I asphaltic concrete surface course.
- b. Standard D: Wearing surface is not required.

5.29.2.12 Grassing

Standards A, B C and D: Grassing shall be provided as follows:

1. Seeding and mulching shall be performed on all areas within the right-of-way, except for that part of the right-of-way covered by a wearing surface or, where these land development regulations do not require a wearing surface, that part covered by the pavement base.
2. Sodding may be required in areas of high erosion potential.

5.29.3 Sidewalks.

1. When in the opinion of the City Council it is necessary for public safety, the subdivider shall provide sidewalks on one or both sides of every street.
2. Sidewalks shall be not less than five (5) feet wide, of concrete construction, and not less than four (4) inches thick. Walks shall be located entirely in the street right-of-way.

5.29.4 Installation of utilities. After grading is completed and approved and before any base is applied, all of the underground utilities, including water mains, sewer lines and storm sewerage lines, and all service connections provided at property lines shall be installed by the subdivider.

1. Water supply. Water mains properly connected with the public water supply system or other approved system shall be installed by the subdivider in such a manner as to adequately serve all lots shown on the subdivision plat for both domestic use and fire protection. The sizes of water mains, location and types of valves and fire hydrants, the amount of soil cover over the pipes and other features of the installation shall conform to accepted standards of good practice for municipal water systems.
2. Sanitary sewers. When the subdivision is reasonably accessible to the public sanitary sewer system, in the opinion of the City Council, the subdivider shall provide connection thereto. Sanitary sewers shall be installed in such a manner as to provide connections at the property line of each lot shown on the subdivision plat, and shall be of a size and in a manner to adequately serve all lots.
3. Storm drainage system. The subdivider shall install storm drain pipes, catch basins, and all other such facilities of sizes and alignments to adequately drain his subdivision as directed by the Water Management District.
4. Oversize utility lines. In the event that water, sewer, pipes are required by the City Council that are of sizes larger than would be needed to serve the subdivision under consideration, the subdivider will be required to install the larger facilities, but the City will pay for the difference in cost between the size actually needed for his/her subdivision and the size required by the City Council. This is to permit the initial installation of a line of a size to serve the present subdivision plus any other possible subdivision near or beyond the present one without a second line having to be installed to serve future development.
5. Street name signs. Street name signs to conform to those currently in use on existing streets shall be installed by the subdivider at diagonal corners of each street intersection, two (2) at each intersection.

SECTION 5.30 GUARANTIES IN LIEU OF COMPLETED IMPROVEMENTS

No final plat shall be approved by the City Council for record until the improvements required herein shall be constructed in a satisfactory manner and approved by the Public Works Director or other person to whom such authority is delegated, or in lieu of such prior construction the City Council may accept a surety bond with which improvements may be made and utilities installed without cost to the City in event of default by the subdivider. In lieu of a surety bond the subdivider may furnish the City an irrevocable letter of credit, underwritten by a financial institution acceptable to the City. Such surety or letter of credit shall:

- 5.30.1 Cover at least one hundred and ten (110) percent of the estimated cost of all required improvements such as streets, drainage, fill, and other public improvements with estimated costs provided by the Subdivider's engineer. A certificate of the estimated cost shall appear on the final plat (see Appendix A). This certificate shall be properly signed before the final plat is submitted to the City Council. This estimated cost shall represent the total estimated cost of installing all required improvements. Such estimate shall be prepared by a registered engineer. As an alternative to the above, bids of two (2) licensed contractors or a copy of all executed contracts for the installation of the above mentioned improvements may be submitted.
- 5.30.2 Be conditioned upon the faithful performance by the subdivider of all work required to complete all improvements and installations for the subdivision or unit division thereof, in compliance with these land development regulations and within a specified time as determined between the subdivider and the City Council.
- 5.30.3 Be payable to, and for the indemnification of, the City Council.

SECTION 5.32 SIGNED CERTIFICATES

The following certificates shall appear on the final plat. Certificates listed within this section shall be properly signed before the final plat is submitted to the City Council and the Certificate of Approval by the City Council shall be properly signed after the final plat is approved by the City Council. (See Appendix A).

1. Certificate of Surveyor.
2. Certificate of the Subdivider's Engineer.
3. Certificate of Approval by County Health Department.
4. Certificate of Approval by the Attorney for the City.
5. Certificate of Approval by the City Council.

SECTION 5.32 OTHER DOCUMENTS REQUIRED ON THE FINAL PLAT

- 5.32.1 Dedication. A dedication to the public by the owners of the land involved of all streets, drainage easements, and other rights-of-way however designated and shown on the plat for perpetual use for public purposes, including vehicular access rights where required. If the property is encumbered by a mortgage, the owner of the mortgage shall join in the dedication or in some other manner subordinate the mortgagee's interest to the dedication of public right-of-way
- 5.32.2 Certificate of Payment of Taxes. Certification that all payable taxes have been paid and all tax sales against the land redeemed.
- 5.32.3 Certificate of Title and Encumbrances. Title certification as required by Chapter 177, Florida Statutes, as amended.

APPENDIX A

Certificate of Approval by County Health Department.....	A-2
Certificate of Approval by the City Attorney.....	A-2
Certificate of Approval of the City Council.....	A-2
Certificate of Surveyor	A-3
Certificate of Subdivider's Engineer.....	A-3
Certificate of Estimated Cost	A-4
Preliminary and Final Plat Size Specifications	A-5

CERTIFICATE OF APPROVAL
BY COUNTY HEALTH DEPARTMENT

Examined on _____

AND

Approved by _____
County Health Department

CERTIFICATE OF APPROVAL
BY THE ATTORNEY FOR THE CITY OF LAKE CITY, FLORIDA

Examined on _____

AND

Approved as to Legal Form and Sufficiency by _____
County Attorney

CERTIFICATE OF APPROVAL BY CITY COUNCIL OF
THE CITY OF LAKE CITY, FLORIDA

THIS IS TO CERTIFY that on the foregoing plat was approved by the City Council for the City of Lake City, Florida.

Chairman

Attest:

Filed for record on: _____

City Clerk

CERTIFICATE OF SURVEYOR

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, being a licensed and registered land surveyor, as provided under Chapter 472, Florida Statutes and is in good standing with the Board of Land Surveyors, does hereby certify that on _____ he completed the survey of the lands as shown in the foregoing plat or plan; that said plat is a correct representation of the lands therein described and platted or subdivided; that permanent reference monuments have been placed as shown thereon as required by Chapter 177, Florida Statutes, as amended; and that said land is located in Section _____, Township _____, and Range _____, City of Lake City, Florida.

NAME _____

DATE _____

Registration Number _____

CERTIFICATE OF THE
SUBDIVIDER'S ENGINEER

THIS IS TO CERTIFY, that on _____, _____ Registered Florida Engineer, as specified within Chapter 471, Florida Statutes, License No. _____, does hereby certify that all required improvements have been installed in compliance with the approved construction plans and as applicable, any submitted "as built" blue prints in accordance with the requirements of the City Council of the City of Lake City, Florida.

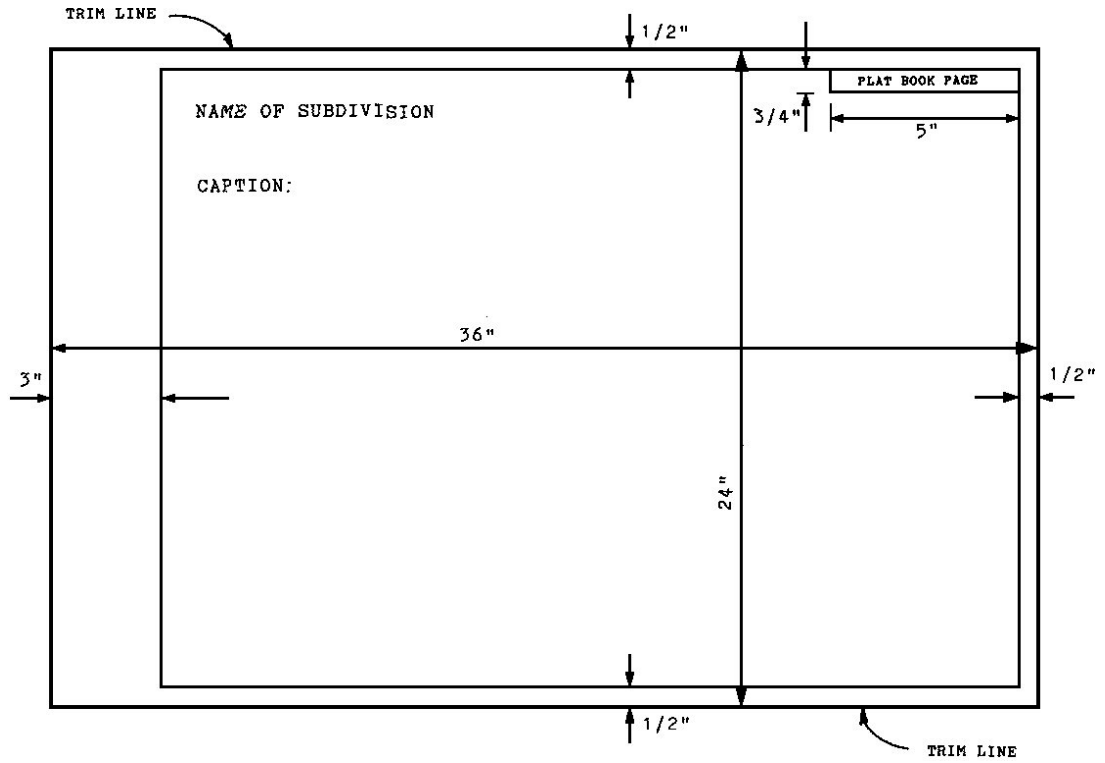
_____(SEAL)
Registered Florida Engineer

CERTIFICATE OF ESTIMATED COST

I, _____, Registered Florida Engineer, as specified within Chapter 471, Florida Statutes, License No. _____, do hereby estimate that the total estimated cost of installing all required improvements for the proposed subdivision to be titled _____ is \$ _____.

_____ (SEAL)
Registered Florida Engineer

PRELIMINARY AND FINAL PLAT SIZE SPECIFICATIONS



SIZE OF SHEET FOR RECORD PLAT