



NASSAU COUNTY
DEPARTMENT OF PLANNING
AND ECONOMIC OPPORTUNITY
FLORIDA

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APPLICATION AND INSTRUCTIONS FOR A SUBDIVISION

Subdivision: The division of real property in the unincorporated areas of Nassau County, Florida into more than two (2) contiguous lots, parcels, tracts, sites or units regardless of how said lots, parcels, tracts, sites or units are described, for the purpose of transfer of ownership for development or sale. The term subdivision may also apply to the resubdivision or replatting of subdivided property requires the submittal of a subdivision plat pursuant to the requirements of Chapter 29 of the Nassau County Code of Ordinances. However, non-residential plats, language may be added to the plat that states the following: "Further subdivision of lots/tracts as shown on the plat shall not be considered a Subdivision, nor require further platting or a replat of said lot/tract". Reference Chapter 29 Section 2 for full Subdivision definition.

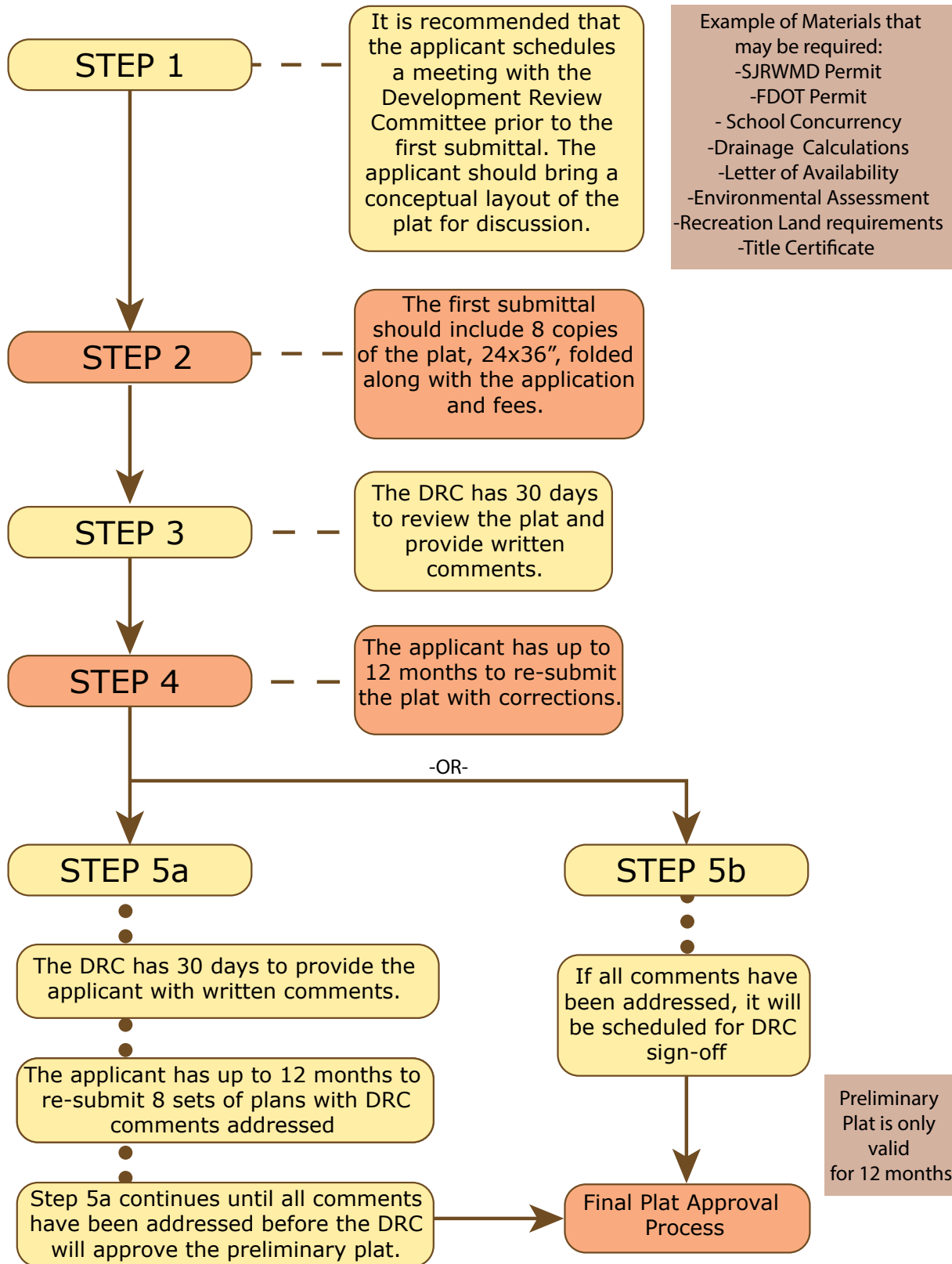
General Process:

1. A complete package including the application, fees and required materials shall be filed with the Department of Planning and Economic Opportunity. **A Subdivision application for a preliminary plat must be submitted with a companion Site Engineering Application**, unless the Preliminary Plat is part of a Planned Unit Development with an already approved Final Development Plan and approved Site Engineering Plan.
2. **When applicable, the Preliminary Plat shall be distributed with the Site Engineering Plans; the package will be deemed "incomplete" without both the Plat and the Site Engineering Plans.** If the application is complete, The Department of Planning and Economic Opportunity will distribute the plat to the Development Review Committee for review and comments. The Department of Planning and Economic Opportunity will furnish the applicant with comments. After receipt of the comments, the applicant shall submit the revised plat for review with a transmittal letter containing the Development Review Committee comments re-iterated and their responses. This process will continue until the Preliminary Plat is ready for approval. **The Preliminary Plat will not be approved without the Site Engineering Plan also being ready for full approval by the Development Review Committee, when applicable.** *The flow chart, Preliminary Plat Process on Page 2 describes the Preliminary Plat Process.*
3. Following the Development Review Committee approval, a pre-construction meeting with the Public Works Director and Nassau County Engineering Services should be scheduled, and the appropriate bond or letter of credit established per the Public Works Director.
4. Once approved by the Development Review Committee, the plat will proceed to the Final Plat Process. *The flow chart, Final Plat Process on Page 3 describes the Final Plat Process.* Once all materials have been submitted to the Department of Planning and Economic Opportunity, the Final Plat will be scheduled for the next available Board Of County Commissioners Meeting for approval and final recordation. No building permits shall be issued prior to the recordation of the final plat, except for in the case of model homes.
5. If this application is part of a partial or full replat, please fill out the information on page 11 in addition to this application.

Note: If any inaccuracies exist between this application and the codified regulations, the codified regulations shall be followed.

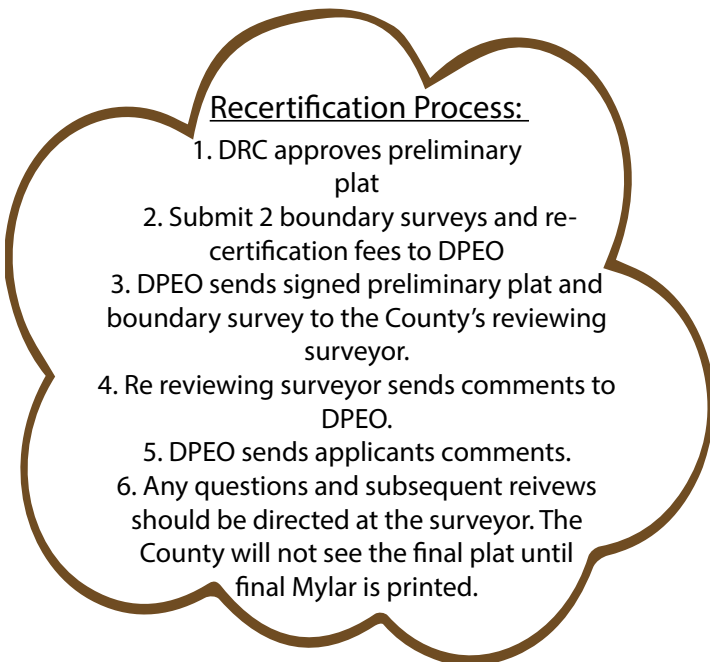
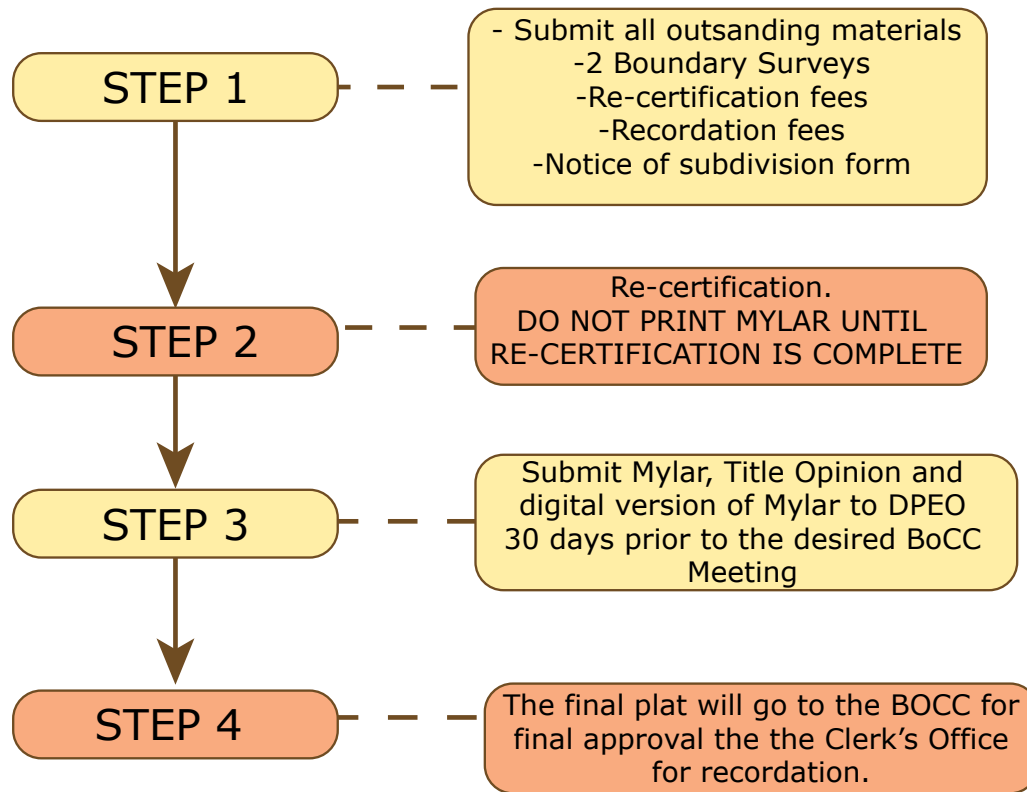
Preliminary Plat/Rural Subdivision Process

If a subdivision is not part of a Planned Unit Development (PUD) the plat must be submitted simultaneously with Site Engineering Plans.



Final Plat Process

Once the preliminary plat has been approved by the DRC, the plat may begin the process for final recordation with the Board of County Commissioners



Notes:

1. For the Public Works Director to approve the final plat, one of two things must happen: either all construction must be complete, with an inspection done by Engineering Services and all required paperwork submitted, or a letter of credit must be submitted to Engineering Services
2. All taxes must be up to date
3. The Mylar should only be printed after the re-certification process is complete
4. The Title Opinion must not be issued more than 30 days prior to the BOCC meeting.

Property Information

Name of Proposed Subdivision/Plat - _____

Current Zoning - _____ (Attach Copy of Conditional Use Final Order, Variance Final Order, PUD Ordinance, if applicable)

Number of Acres - _____ Number of Lots - _____

Unit Types (if a mixture of unit types, provide number for each)- _____

Parcel Identification Number (PIN) - _____

Location or Address - _____

Property Owner

Name: _____

Address: _____

Telephone #: _____

E-Mail: _____

Agent

Name: _____

Address: _____

Telephone #: _____

E-Mail: _____

(Owner Authorization Required, Separate Sheet)

Brief Description of the Proposed Project

1. **Attachments (this is a general list, other documents may be required, reference Chapter 29 Sections 4 and 5):**

- a. Application
- b. Fees
- c. 8 sets of plats - 24"x36", folded into 9"x12"
- d. Digital submittal of all documents
- e. Home-Owners Association information and by-laws
- f. 2 Copies of the certified boundary survey

2. **Applicant must address review criteria beginning on page 6. Responses attached/depicted.**

Signature of Owner: _____

Signature of Applicant: _____

Signature of Agent: _____

Address: _____

Telephone: _____

Email: _____

NOTE: If prepared or signed by an agent, a notarized Agent Authorization Form must be provided.

If this application is part of a replat please see sheets 11 and 12 in addition to this application. This application shall be submitted with its companion application to Engineering Services to annul or vacate a partial or full plat. A public hearing is required for the partial or full abandonment and re-plat of a subdivision.

Note: Additional materials are required for the final plat, including but not limited to:

- 1. *Re-Certification fees*
- 2. *School Concurrency Reservation Letter*
- 3. *Notice of Subdivision Form*
- 4. *Recordation fees*
- 5. *Title Opinion*

Checklist for Plat Review

Complete the following Checklist of required information, sign the Acknowledgment at the end of the Checklist and submit all documents with your application packet. If all of these items are not included or acknowledged as required, your application packet will not be accepted for processing.

Procedures for preliminary plat review are set forth in Chapter 29 of the Nassau County Code of Ordinances. **Eight (8) copies of the plat shall be submitted with the application and required fees.**

This Checklist, completed, and the following information shall be included on all Plats:

Proof of ownership – must include a legal description and Property Identification Number (PIN). (Note: PIN is an 18-digit parcel number that is located on a tax receipt or may be obtained from the Property Appraiser's Office (904) 491-7300. This number must appear on all correspondence and drawings).

A location map at a scale of not less than 1"=50' with grid North, property boundary, and features to adequately identify where plat is located (a USGD Quadrangle or Tax Map is acceptable).

The boundary lines of the area being subdivided with the distance and bearings and the legal description of the property.

The lines of all proposed streets with their widths and names. All street names must have the written approval of the Nassau County Property Appraiser, pursuant to Ordinance 2003-13, as amended.

The outline of any portions of the property intended to be dedicated for public use, such as for schools, parks, etc.

The lines of adjoining streets with their widths and names.

All lot lines together with the identification system for all lots and blocks, the square foot area of each lot, and the net usable acreage (less jurisdictional areas). The lot number within a subdivision shall be assigned counter-clockwise from the northeast corner and shall follow in a logical numerical order within a particular block, unless assignment of a different numbering system would be more logical and better serve a public purpose as may be approved by the public works director.

The location of all setback lines and easements provided for public use, service, utilities or drainage. The easements for water and sewer shall be included even if water and sewer service is not available (Comprehensive Plan Policy SEW.03.008)

All dimensions both linear and angular for locating the boundaries of the subdivision, lots, streets, easements, and any other areas for public use or private use. Linear dimensions are to be given to the nearest one-one hundredth (1/100) of a foot. Closure shall be shown on the plat.

The radii, arcs, chords, chord bearings, points of tangencies and central angles for curved streets and rounded block corners, per section 177.091, Florida Statutes.

The location of all survey monuments, permanent points and azimuth marks with their descriptions.

The name of the subdivision, the scale of the plat, points of the compass and the name of the owner and owners of the subdivision.

Certification of a currently registered surveyor of the State of Florida as to the correct representation of the plat per section 177.061, Florida Statutes. (be sure to include seal).

Private restrictions and trusteeships and their period of existence.

Acknowledgment of the owner and owners to the plat and restrictions, including dedication to public use of all streets and parks, alleys, easements, rights-of-way and public areas shown on such plat, the dedication of or granting of easements required, and a statement that all streets are paved and drained, or will be paved and drained, before any lots are sold.

All flood hazard zones as established by the FEMA Flood Insurance Rate Maps.

All wetland jurisdictional areas as required by Chapter 62-340 F.A.C., with applicable wording in notes, include who determined the wetland jurisdictional areas and by what authority they were determined, and the date of determination (for all lots less than five (5) acres).

Present zoning district(s) in which the property is located.

The location of permanent benchmarks which shall be provided at convenient points with elevations indicated.

Signature Blocks/Certifications to be shown on Plat:

- Adoption/Dedication Clause – Owner and Mortgagor, if applicable
- Notary Public or other Officer authorized by law to take acknowledgments as to the Certification of the acknowledgments by the Owner and Mortgagor, if applicable (*Note: be sure to include Notary Seal*).
- County Health Certification of Approval
- Director of Engineering Services Certification of Approval
- Chief of the Fire Rescue Department Certification of Approval
- County Planner Certification of Approval
- Tax Collector Certification of Approval (*Note: Property Identification Number [PIN] must be placed in this Certification*)
- County Attorney Certification of Approval
- Chairman of the Board of County Commissioners Certification of Approval
- Clerk of Court Certification of Approval and of Recording
- Title opinion of an attorney at law licensed in Florida showing that record title to the land as described and shown on the plat is in the name of the person, persons, corporation, or entity executing the dedication and shall also show all mortgages not satisfied or releases of record or otherwise terminated by law.
- Mortgage Company

Wetlands Statement:

Subdivision plats with no jurisdictional wetlands on site shall include a statement that:

“There are no jurisdictional wetlands present on lands described in caption as determined by ___ (name of individual) ___ from ___ (name of firm) ___ on ___ (date) ___.”

Wetlands Buffer Statement:

If applicable, all plats shall include the following language; “Upland buffers shall be maintained in their natural vegetated condition. Native vegetation removed or destroyed within the upland buffer in violation of Nassau County Comprehensive Plan Policy shall be restored. These areas shall be replanted with comparable native vegetative species as were removed or destroyed. Noxious and non-native invasive plant materials can be removed. Dead vegetation can be removed. Limbing can occur within the buffers, provided that the limbs to be removed are less than three (3) inches in diameter.” (Sec. 37.03(C) LDC)

Conservation Easement:

Where the upland buffer is, or will be, subject to a conservation easement, the plat will identify such conservation easement and indicate it has that meaning prescribed by § 704.06, F.S. (Sec. 37.03(C) LDC)

Wildlife Assessment:

All developments over 10 acres in size shall provide an environmental assessment (5.07.C.1.h).

Wetland Buffer Table:

If applicable, the wetland buffer shall be depicted on all site plans, development plans, plats and other documents submitted to authorize the review for development. A table demonstrating the provision of wetland buffers shall be included on all development plans. The format for such table shall be as follows: (see Sec 37.03 LDC for additional information)

Required Area at 25'(SF)	Provided Area (SF)	Provided Average Buffer
###	###	###

Hurricane Statement:

Subdivision plats located within areas of potential storm surge inundation shall include a statement that: *“The area as depicted herein is subject to storm surge inundation during a Category (fill in 1, 2, 3, 4, or 5) hurricane.”*

Construction of Roads and Driveways:

Rural Subdivisions may not be subject to the paving requirement for the internal roads, but are subject to Article 11.2.4 of Ordinance No. 99-17, as amended. There shall be direct paved access to the connection with a county maintained road or street dedicated to public use which has been accepted for maintenance by the County of Florida Department of Transportation.

Land Development Code:

The applicant shall be responsible for familiarizing themselves with all requirements of the Nassau County Land Development Code [especially Zoning regulations and Natural Resource Protection regulations (Article 37)]

Rights-of-Way Dedication Language:

All alleys, easements, rights-of-way (_____), and public areas shown on this plat are dedicated to the public for the uses and purposes thereon stated and remains the maintenance obligation of the owner or responsible property owners’ association. Nothing herein shall be construed as creating an obligation upon Nassau County to perform any act of construction or maintenance within such dedicated areas.

Review of the Comprehensive Plan:

Please review the policies of the Nassau County Comprehensive Plan that may apply to your application. A *partial* listing of the most pertinent policies is included below:

Flood Plain Construction [Policy FL.02.01] Development within the 100 year flood plain may develop as allowed by the underlying Future Land Use Map (FLUM) category unless otherwise restricted by the policies of this Comprehensive Plan and the County’s Flood Plain Ordinance. Nassau County shall include controls in its Land Development Regulations based upon the latest version of the Flood Insurance Rate Maps promulgated by FEMA to establish the location of the 100-year floodplain and flood prone areas in Nassau County. The Land Development Code (LDC), shall require new construction in these areas to meet FEMA regulations. County policy will be to control development in flood prone areas to match FEMA requirements to qualify for Community Rating System.

Flood Plain Open Space Ratio [Policy FL.02.01(A)]. The required open space for residential land use located within a 100 year floodplain shall be 60% of the gross parcel.

Wetland Buffers [Policies CS.02.08, FL.04.01 Section 37.03 LDC]. minimum undisturbed natural vegetative upland buffer of twenty-five (25) feet shall be required and maintained between developed areas and contiguous (i.e., non-isolated) wetlands to protect the water quality of the wetlands. The twenty-five (25) feet shall be measured from the St. Johns River Water Management District or Florida Department of Environmental Protection wetland jurisdictional line. It is the objective of this requirement that a minimum twenty-five (25) foot upland buffer be established in all areas except for those circumstances where an averaging of the buffer width, because of an unavoidable buffer reduction, achieves a greater overall upland buffer width. In no instance shall the upland buffer be less than fifteen (15) feet, except for those areas adjacent to unavoidable wetland impacts such as road crossings.

The buffering requirements stipulated above shall only apply to projects for which a permit is not required by the St. Johns River Water Management District (SJRWMD). Projects which do require such permitting shall reflect the buffers approved by SJRWMD upon submittal of development plans for county approval.

Vegetated Oak Hammock and Dune Interface Areas (Policy CEV.01.02). Vegetated area shall not be destroyed beyond 30’ outside of the immediate building area. Any excavation in the primary or secondary dune system shall not reduce existing crest elevations below twenty-six feet(26’) mean sea level.

Non-Residential Plat Language:

For non-residential plats, language may be added to the plat that states the following “Further Subdivision of lots/ tracts as shown on the plat shall not be considered a Subdivision, nor require further platting or a replat of said lot/tract.

Checklist Acknowledgment

I acknowledge that I have received a copy of the Checklist and have read it and have had the opportunity to ask questions of staff. I, further, understand that my development is subject to the provisions of the adopted Nassau County Comprehensive Plan, as amended.

Signature of Owner or Agent

Date

Witness

Requirements for Preliminary Plat Approval

The approval of a Preliminary Plat by the Development Review Committee is limited to a period of twelve (12) months, after which time the sub divider is required to resubmit a new application with all appropriate fees and substantiating documents.

1. Approval of the Development Review Committee (including approved road names by 911 Addressing).
2. St. John’s River Water Management District Permit, written Letter of Determination or Exemption from Permit. – If available ref. §125.022 F.S. (2016)
3. Applicant is to provide a copy of FDOT permit, when received, to the Development Services Planner to complete the file. ref. §125.022 F.S. (2016), when applicable
4. School Concurrency Reservation Letter or Exemption per Section 9.13 of the Interlocal Agreement.
5. Park/Recreation requirements addressed as required (if applicable).
6. Water/waste water utility provider proof of submittal and review statement (development’s utilizing public water and sewer)

Requirements for Final Plat Approval

For recording purposes only, by the Board of County Commissioners.

1. Approved Preliminary Plat
2. Re-Certification of Plat (Re-Certification will be done by an independent surveyor through Nassau County).
 - a. Two (2) sets of Plat
 - b. Two (2) copies of the Boundary Survey
 - c. Re-Certification fees based on surveyor cost per plat page – check made payable to Nassau County Board of County Commissioners
3. An Title Certificate supplied to the Development Review Coordinator for submittal to the Count Attorney for review and approval. This Certificate shall be prepared within thirty (30) days of the scheduled Nassau County Board of County Commissioners meeting where plat approval will be heard for recording purposes only.
4. The original Mylar of the proposed Plat, signed and certified by the owner/owners and surveyor, must be submitted to the Department of Planning and Economic Opportunity thirty (30) days prior to the Nassau County Board of County Commissioners meeting where the plat will be heard for recording purposes only.
5. Completed Notice of Subdivision form.
6. Nassau County Clerk of Courts recording fees, submitted to the Development Services Planner– check made payable to Nassau County Clerk of Courts.
7. Computer Media/GIS data – Digital rendering of the plat in PDF form and in State Plane Coordinates. See below.

**ORDINANCE 2000-40
APPENDIX "A"**

Minimum Plat Requirements for Surveying Accuracy

Datums:

Horizontal Datum: NAD 83 (1990 ADJUSTMENT) *(Note: All coordinates to be State Plane, Florida East, U S Survey Feet and in Northing and Easting Format)*

Vertical Datum: NAVD 88 or NGVD 1929 in U S Survey Feet with the Datum Shift Noted (88-29=???)

Horizontal Point:

Establish a permanent point and azimuth mark, using survey standard monumentation, visible from each other and a minimum of 1500' to a maximum of 3000' apart. The accuracy of said points will meet one of the following criteria:

1. Surveying by conventional means between two or more established Control Points (State Plane FLE) the new permanent point and azimuth mark will meet a Second Order Class II (1:20,000) closure.
2. Surveying by Global Positioning System, between a minimum of three established GPS Control Points all in the same adjustment, the new point and azimuth mark will meet a positional tolerance.

Constant Error(m)	Proportional Error	#Occupations of each PT.
0.030	1/50000	2

Vertical Point:

Establish a permanent benchmark on the permanent point, using survey standard monumentation
The accuracy of the Bench Level Run will be Third Order and meet the following criteria:

* Required Accuracy of Level Lines – in miles
(0.05' X Square Root of Miles)

(Note: If the base point is not part of the boundary a point on the boundary must meet this same horizontal and vertical criteria)

Submittal – Construction and Plat Drawings:

All information on plat and construction drawings are to be submitted on a CD ROM in AUTO CAD format (.dxf) 13 or later, or in ARC/INFO coverage. All data files should be documented on data source, methodology and standard date information, i.e. read-me file.

All information on base point and azimuth point, including ties to points, will be provided on separate data sheets.

ADDITIONAL APPLICATION AND INSTRUCTIONS FOR A RE-PLAT

A portion of a plat may be vacated or annulled as part of an application to re-plat. A re-plat to increase the number of lots or eliminate open space, recreational areas or common property, shall require consent of all property owners. Such vacation or annulment may only proceed with a companion re-plat following the procedures outlined in Chapter 29 Nassau County Code of Ordinances combined with Due Public Notice as defined in Article 32 of the Land Development Code. (Section 29.5.17.1.4)

General Process:

1. The partial re-plat, application and fees shall be submitted jointly with the application and fees to partially annul a plat. The re-plat will be submitted to the Department of Planning and Economic Opportunity and the annulment shall be submitted to Engineering Services.
2. While the re-plat is going through the development review process, Engineering Services will hold on to the annulment application until the re-plat is ready to go before the Board of County Commissioners.
3. Once the preliminary re-plat has been approved by the Development Review Committee, it will go through the Final Plat Process. While it is going through the Final Plat Process, Engineering Services and the Department of Planning and Economic Opportunity will coordinate the two applications being heard by the BOCC at the same meeting. Due Public Notice will be given for both the annulment/vacation of the plat and the re-plat.
4. When the Board of County Commissioners approves the companion applications, they will adopt a resolution vacating/annulling the proposed property and approve the Final Plat for Recordation.

Address the Following Questions:

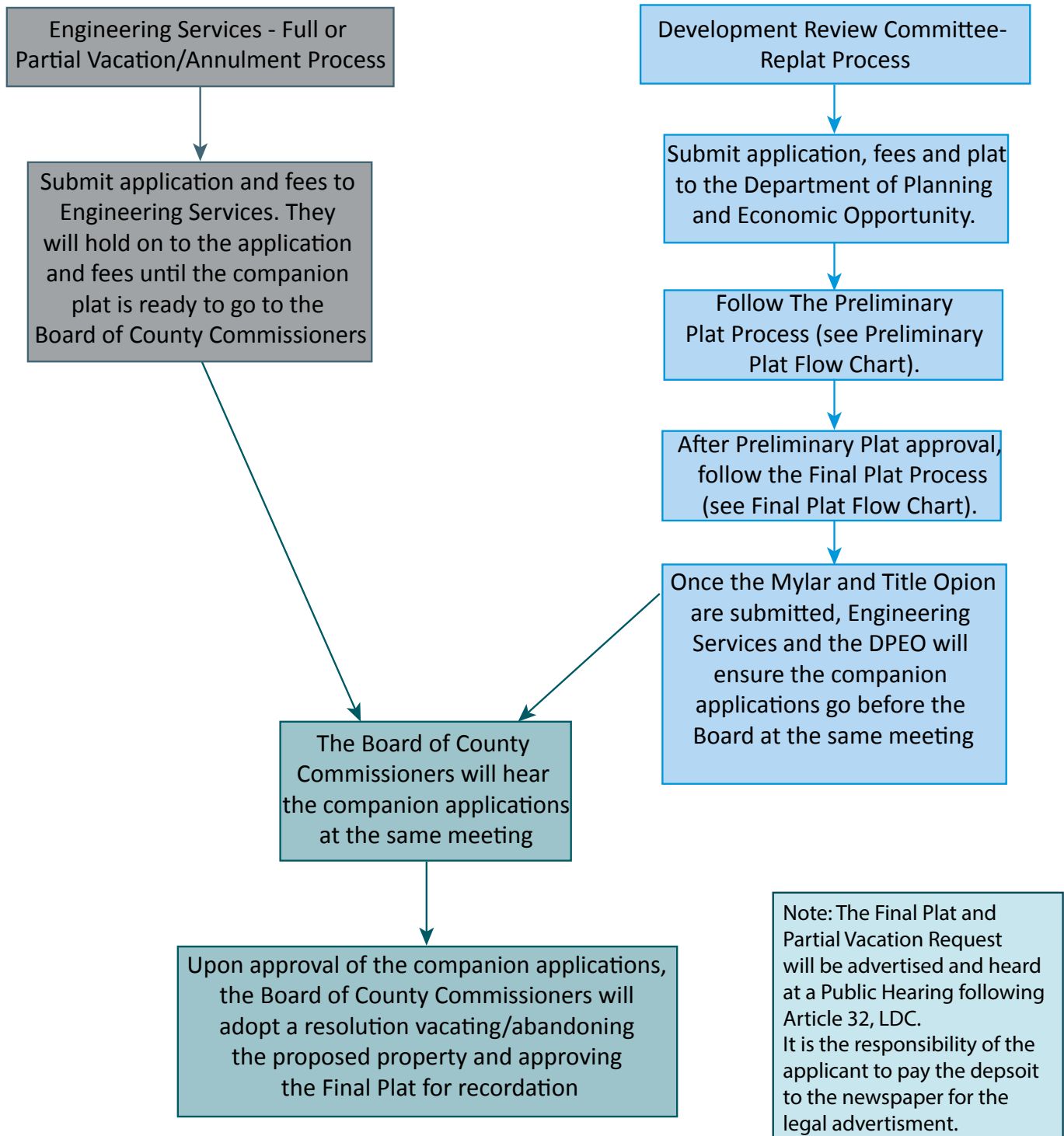
1. Provide the Plat Book Page _____ and Number _____ for the re-platted subdivision along with existing Subdivision's name _____
2. Existing number of lots? _____ Proposed number of lots? _____
3. Please describe the proposed changes the plat, and why these changes are sought. Include if any open spaces or recreation areas or common properties are going to be reduced.
4. Describe the surrounding area, and how the re-plat may affect surrounding areas and properties.

Additional Materials Required for the re-plat:

1. Deed showing ownership of the property
2. Copy of the existing plat with areas to be re-platted high-lighted.
3. Copy of recorded deed
4. Consent of all property owners (as applicable)
5. The application to re-plat must be submitted jointly with the partial annulment application

Full or Partial Vacation or Annulment of a Plat accompanied with a Partial or Full Replat Process

A portion of a plat may be vacated or annulled as part of an application to replat. A replat to increase the number of lots or eliminate open space, recreational areas or common property, shall require consent of all property owners. Such vacation or annulment may only proceed with a companion replat following the procedures outlined in Chapter 29 combined with Due Public Notice as defined in Article 32 of the Land Development Code.



OWNERS AUTHORIZATION FOR AGENT

_____ is hereby authorized TO ACT ON BEHALF OF

_____, the owner(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to Nassau County, Florida, for an application related to Development Permit or other action pursuant to a:

Rezoning/Modification
Variance
Appeal
Concurrency

Conditional Use
Preliminary Binding Site Plan
Final Engineering Plan
Plat/Rural Subdivision

BY: _____

Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

Email Address

State of Florida
County of _____

Signed and sworn before me on this _____ day of _____, 20_____.

By _____

Identification verified: _____

Oath sworn: _____ Yes _____ No

Notary Signature

My Commission expires: _____

