



Subdivision
- Final Plat Application -

Community Services Department
Planning and Zoning Division
65 Stone Street
Cocoa, Florida 32922

Phone: (321) 433-8535
Fax: (321) 433-8543
Web: <http://www.cocoafl.org>

This form is divided into steps, which will help you prepare your application, provide supplemental items, and prepare for the City Council hearing. A pre-application meeting with Staff is **required**.

For Office Use Only - Date Received

Please TYPE or PRINT this application neatly.

Stamp Only When Application is Fully Complete

1. Final Project Name: _____

2. Applicant Information: * *NOTE: Applicant is the main contact, who must attend the meeting!*

Company (if applicable): _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Mobile #: _____ E-mail: _____

3. Property Owner Information: * Check here if same as Applicant →

* *If more than one owner, attach additional sheet with names and addresses.*

Company (if applicable): _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Mobile #: _____ E-mail: _____

4. Surveyor:

Company (if applicable): _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Mobile #: _____ E-mail: _____

5. Engineer:

Company (if applicable): _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Mobile #: _____ E-mail: _____

6. Property Information:

Street Address and Location: _____

Parcel ID: ** If more than two Parcel IDs, attach additional sheet with Parcel IDs.*

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Tax Account Numbers: ** If more than two Tax Account #s, attach additional sheet with Tax Account #s.*

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Land Area: _____ square feet or _____ acres

Existing Use(s) on Property: _____

Proposed Use(s) on Property: _____

Existing Zoning Category: _____

Existing Future Land Use Category: _____

Proposed Density: _____

7. Please submit the following items in order complete the application:

- a. **Notarized application.**
- b. **List of owners within 500 feet.** A “radius map package” from Brevard County containing a certified mailing list with mailing labels and a map of all property owners of record who reside within a 500-foot radius of the subject property is required for public notice. It is the applicant’s responsibility to obtain these materials from the following for a nominal fee:
Brevard County Planning and Zoning, Attn: Graphics.
Brevard County Government Center, Building A
2725 Judge Fran Jamieson Way
Viera, FL 32940
Phone: (321) 633-2060 Fax: (321) 633-2152
- c. **Application fee.** Please make checks payable to the ‘City of Cocoa’ and submit payment **ONLY** to the Community Services Department. Public mail notice and legal advertising fees must also be paid a few weeks after application submittal. See Schedule of Fees, Charges and Expenses for applicable fees.
- d. **Proof of ownership.** A copy of the most recent recorded warranty deed is required.
- e. **Letter of authorization.** If the applicant is not the property owner, a notarized letter of authorization or agent affidavit is required, unless the applicant is the Attorney of the owner. Each property owner must complete a separate authorization form or other suitable documentation to allow the agent to act upon his/her behalf. A sample “Letter of Authorization” form is available from the City.
- f. **Corporate documents.** If the applicant/owner is representing a company, articles of incorporation which show the applicant/owner is authorized to represent the company is required. A data record printout from the Florida Department of State, Division of Corporations website may also be provided (<http://www.sunbiz.org/corpweb/inquiry/search.html>).
- g. **Legal description.** Submit a typed copy of the legal description.
- h. **Final subdivision plat.** Submit 2 paper copies (folded to about 8-1/2 x 11”) and 1 electronic copy of the plat drawn to scale along with the required exhibits. Final subdivision plats shall be drawn at twenty-four (24) by thirty (30) inches in size and at the scale no smaller than one hundred (100) feet to the inch meeting all the platting requirements of Florida Statutes. The plat shall conform substantially to the preliminary plan as approved. The final plat shall constitute only that portion of the approved preliminary plan which the subdivider proposes to record and develop at the time, provided, however, that such portion conforms to all requirements of the Subdivision ordinance. The final plat shall be prepared by a registered Florida surveyor and shall, at a minimum, include the items below (combine elements on several sheets where applicable):
 - (1) Title, date, name and description of the subdivision and graphic scale.
 - (2) Name of the subdivider and registered surveyor.
 - (3) The lines and names of all streets and roads.
 - (4) Lot lines and lot and block numbers.
 - (5) Location, right-of-way and classification of canals and waterways.
 - (6) Reservations, easements, alleys and any areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and any limitations.
 - (7) Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line whether curved or straight and including a north point.
 - (8) The radius, central angle, point of tangent, and arcs and chords of all curved streets and curved property lines.
 - (9) All dimensions should be to the nearest one-hundredths of a foot and angles to the nearest second.
 - (10) A legal description of the subdivision boundaries with bearings and distances.
 - (11) Accurate location and descriptions of all monuments and markers.

(12) The names and locations of adjoining subdivisions, streets and unsubdivided property.

- i. **Improvement and maintenance security.** Prior to the acceptance of required improvements by the city, a maintenance warranty bond in the amount of ten percent (10%) of the construction cost estimation of all such improvements shall be filed with the city. Such bond shall be for a one year period of time commencing at the date of the city's acceptance, and shall cover all improvements installed by the subdivider. Where the required improvements have not been completed prior to the submission of the final plat, the approval of such plat shall be subject to the subdivider guaranteeing the installation of such improvements through one of the following methods:
- (1) Filing a performance or surety bond in the amount of one hundred and ten percent (110%) of the construction cost estimation of any unfinished portion of the required improvements.
 - (2) Depositing or placing in escrow a certified check, cash or other acceptable pledge or security, in the amount of one hundred and ten percent (110%) of the construction cost estimation of any unfinished portion of the required improvements.
- j. **Certificate of ownership - taxes.** Submit a certificate of ownership from a recognized abstractor or licensed Florida attorney, stating who are the owners of and mortgagees of the property covered by the plat and a certificate from the county tax collector that all taxes which have become due and payable for the current period have been paid in full.
- k. **Certificate of ownership – public uses.** Submit a certificate on the plat signed by the owner or owners and mortgagees, if any, stating that they agree to the preparation of the plat and dedicate the rights-of-way, easements and other public lands shown on the plat for public use.
- l. **Additional information (optional).** Submit any information that may be helpful in understanding the request. This may include photos, sketches, elevations, or letters from adjoining property owners.
- m. **Resubmittals.** Resubmittals should be accompanied by a list of changes and a certified statement by the preparer that no other changes have been made to the drawings. Otherwise, delays may be experienced due to extra staff review time. Each resubmittal shall follow the same requirements.

8. **Application filing procedure.** This application, together with all required exhibits and attachments, shall be completed and filed with the Planning and Zoning Division.

Public hearings process information – please read this!

- 9. Dates and locations of public hearings.** All Final Subdivisions require one hearing in front of the City of Cocoa Council. All regularly scheduled City of Cocoa Council meetings are held on the second and fourth Tuesday of each month at 6:00 pm in the Cocoa City Council Chambers located at 65 Stone Street, Cocoa, Florida unless otherwise notified.
- 10. Board types.** City Council is an authoritative body and is able to make binding decisions.
- 11. Presence required at the public hearings.** The applicant or his/her representative must be present to answer any questions concerning the application. If there are extenuating circumstances why the applicant or his/her representative cannot attend, he or she must notify the City in writing prior to the public hearing.
- 12. Preparing for the public hearings.** It is the applicant's responsibility to research and know all laws that may be applicable and may affect the outcome of any decision on the application request. The City assumes no responsibility or liability relating to the applicant's failure to research and know all applicable laws including, but not limited to state, federal, and city laws, codes, land development regulations, and the comprehensive plan.
- 13. Exhibits at public hearings.** If photographs, documents, maps or other materials are provided to the Council as evidence at the public hearing, the applicant must leave those instruments with the Recording Secretary. By law those instruments automatically become part of the public records and cannot be returned to the applicant.
- 14. Witnesses at public hearings.** For the purposes of making a decision on the application, the Council shall only consider testimony of qualified witnesses. A witness is determined by the Council and is generally based on:
 - a. The witness has personal knowledge of the fact in which the witness will testify; and/or
 - b. In the case of testimony consisting of opinions or inferences, the testimony is qualified as the following:
 1. *Layman witness:* Testimony of a witness other than an expert witness is qualified only if:
 - The witness can readily, and with equal accuracy and adequacy, communicate what he or she perceived to the Board without testifying in the form of opinions or inferences.
 - The opinions and inferences do not require any special knowledge, skill experience or training.
 2. *Expert witness.* Testimony of an expert witness is qualified only if:
 - The subject matter is proper for expert testimony because scientific, technical, or other specialized skill will help the Board understand the evidence being presented, or helps establish a fact in issue.
 - The witness is adequately qualified to express an opinion on the matter.

15. Signatures and Notarization.

STATE OF _____ COUNTY OF _____. I, _____
being first duly sworn, depose and say that:

- I am the applicant, or if corporation, I am the officer of the corporation authorized to act on this request.
- I am the legal representative of the applicant of this application and a notarized Letter of Authorization form or agent affidavit accompanies this application giving written, unless the applicant is the Attorney representing the owner.

I hereby certify that I have read, completed and understand this application and applicable petition, and understand that if my application and all associated attachments are not complete and accurate in all respects, the application will not be scheduled for a public hearing. I further understand that this application must be complete and accurate prior to the advertising of a public hearing.

(APPLICANT SIGNATURE)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification

Type of I.D. Produced _____

(NOTARY PUBLIC SIGNATURE)

STATE OF FLORIDA, COUNTY OF BREVARD

Sworn and subscribed to before me this _____ day of _____, 20 _____

FOR OFFICE USE ONLY

Fee of \$ _____ in cash or check (No. _____) payable to the "City of Cocoa".

Receipt Number: _____

Date: _____

Signature from Planning & Zoning Division:
