**\*\****Submittals will not be reviewed until all items are received. \*\**

Development Plats are required to develop or improve previously unplatted property (in city limits) without subdividing. The following items are required for a Development Plat Application to be considered administratively complete. Once all documents have been received, you will receive comments back within 30 business days of your submittal. If submitted paper plans, markups will be available within 30 business days at Public Services Building.

After all comments have been addresses and revisions made, the plat will be replaced on the agenda of the next available City Council meeting. The Council is the final approval body for development plats.

Plat Format & General Standards per LDC Each application for a Lot Split, Site Plan, Subdivision Plat, PUD Master Plan, PUD Final Development Plan, Telecommunications Tower, Telecommunication Antenna or Conditional Use shall contain the following information: *(check if provided; indicate NA if not applicable)*

Plan graphics shall comply with the following plan format and general standards:

* Completed application form. (can be obtained at pcbgov.com/ )
* Application fee as shown in the table below.

|  |  |  |
| --- | --- | --- |
| **SUBDIVISION PLATTING REVIEW** |  |  |
| **NUMBER OF LOTS:** |  |  |
| Any subdivision exceeding 2 lots |  | $1,980.00 |
| Infrastructure Completion Agrmt Req'd? |  | $2,300.00 |

|  |  |  |
| --- | --- | --- |
| **SUBDIVISION PLAT REVIEW FEES** |  |  |
| Number of Lots | | Fee |
| 0 | 20 | $1,980 |
| 21 | 100 | $2,540 |
| 101 | 200 | $4,240 |
| 200 | 500 | $6,440 |

|  |  |  |
| --- | --- | --- |
| **PLANNING REVIEW TASKS** |  |  |
| Addressing (Per New Address) $10 for each above 7 lots. | $40.00 |  |

* 5 Sets of Plans and electronic PDF file.
* All information required pursuant to section 10.02.01.
* Name, address, telephone number and facsimile number of the plan or Plat preparer Utility Plans.
* Date of preparation and date(s) of any modifications, north arrow and written and graphic scale.
* Legal description of the property, consistent with the survey, if a survey is required.
* A vicinity map showing the location of the property.
* Future Land Use Map designation for the property.
* Zoning designation for the property.
* Additional plans, documents and reports as deemed necessary.
* Application, Review and Decision-Making Procedures Land Development Code 7-23-20 340
* Information required for the specific type of application, as specified in sections 10.02.03 through 10.02.07, as applicable
* All information required pursuant to section 10.02.02.
* Location and Use of any existing and proposed, principal or Accessory Buildings and structures, including Setbacks, required Yards, Building Heights, and other dimensional requirements of the LDC.
* Pedestrian Access Plan showing the proposed vehicular Access points, Driveway design, on-site parking, internal circulation, Crosswalk or Pedestrian Crossover and sidewalks.
* Location of utilities, utility service and easements. E. Topographic survey, soil report and a grading, drainage, and erosion control plan. F. Proposed buffer and landscaping plan.
* Location of significant natural features and habitats.
* Habitat Management Plan and wetlands (for those areas identified in the Comprehensive Plan).
* Delineation of proposed phases.
* Summary block containing:
  + Total acreage.
  + Total square footage.
  + Impervious area calculation.
  + Floor area ratio.
  + Total number of Parking Spaces required and provided.
  + Total number of Dwellings/rooms.
  + Infrastructure impact reports, if required by this LDC.

*; indicate NA if not applicable)*

## Utilities Requirements:

* Locations of utilities, utility service and connections.
* Easements and dedicated parcels for the lift stations.

## Public Works Department Requirements:

* If the Plat dedicates or otherwise proposes any improvements or utility facilities designated or intended for Public Use, then either (i) evidence that the construction of those items has been completed, that they are not encumbered and that they have been approved by the City Engineer, or (ii) a fully executed performance agreement and security therefor satisfying the requirements of section 10.19.04.
* Stormwater Management Plan which meets the requirements of Chapter 3 of the LDC.
* All Street names need to be included as well as ROW widths, and whether they will be private or public roadways.
* All common areas need to be clearly labeled and dedication needs to indicate who will own and maintain these areas.
* All stormwater facilities dedication needs to indicate who will own and maintain these facilities including ponds.

## Before the City will consider a performance agreement, the developer or property owner shall submit to the City Engineer a cost estimate prepared by a licensed Florida civil engineer for construction of private improvements designated for Public Use based on normal construction practices and procedures. In lieu of an engineer’s cost estimate, a property owner may provide bid contracts and other documentation sufficiently illustrating the owner’s costs to have the improvements installed by a third party.

## Construction of such improvements and completion of the performance agreement shall be ensured by one of the following:

## An irrevocable and unconditional letter of credit in a form approved by the City Attorney in an amount of money sufficient to pay 110 percent of the costs of construction of all public improvements and public utilities. The City Engineer shall confirm that the amount is adequate. The City Manager shall approve the credit worthiness of the issuer of the letter of credit.

## A cash deposit agreement with the City in form approved by the City Attorney in an amount of money sufficient to pay 110 percent of the cost of the improvements. The City Engineer shall approve the amount of deposit. Upon approval, the City Engineer shall arrange for filing of the cash deposit with the City finance department. At the developer’s request, the cash escrow shall bear interest at the locally prevailing passbook rate under the developer’s tax identification number.

## A performance and completion bond issued by a surety licensed to do business in the state of Florida in a form approved by the City Attorney and in an amount sufficient to pay 110 percent of the costs of construction of all public improvements and public utilities. The City Engineer shall confirm that the amount is adequate. Additionally, if infrastructure is not completed at the time of recording the Plat, a Horizontal Infrastructure Agreement (HICA) shall be executed between the developer and the City of Panama City Beach.

## The performance agreement shall provide that no funds shall be released, nor shall the amount of the letter of credit be reduced, until all improvements have been installed by the developer and accepted by the City.

## Improvements have been completed and are in good repair in accordance with approved plans and specifications reviewed by the City Engineer.

## As-built drawings dated, certified, and stamped by a registered Florida surveyor have been submitted to and accepted by the City Engineer, in a form acceptable to the City.

## All monuments have been placed.

## Upon acceptance by the City of the improvements, either the property owner shall furnish a maintenance bond guaranteeing completion of any maintenance required by the City Engineer for twelve (12) months after acceptance of the Development by the City or the City shall retain at least ten (10) percent of the original escrow funds required by section 10.19.04 as a maintenance deposit. The maintenance bond shall be satisfactory in form and content to the City Engineer and the City Attorney. The bond shall be released, or balance of escrow funds returned to the property owner at the later date of twelve (12) months after acceptance of the Development or completion of maintenance required by the City Engineer. Upon acceptance of the improvements, the balance upon deposit in the escrow account shall be returned to the developer with any interest earned thereon.

## Planning & Zoning Requirements:

* Development specifications: area of the tract, proposed number and layout of Lots and blocks, location, names and widths of proposed roadways and easements.
* Location of land to be dedicated or reserved for Public Use for rights-of-way, easements, schools, Open Spaces, or other Public Uses.
* Location of all Protected Trees pursuant to section 4.06.06.
* A sketch to scale of the described Lots, Parcels, tracts, etc., showing the assessor’s property identification numbers for contiguous parcels, the metes and bounds along the property lines, and the approximate locations of rights of way and easements located within or abutting said lots, parcels, tracts, etc.
* Perimeter buffering and landscaping.
* General location and size of Land Uses.
* Type of zoning districts and existing Uses abutting the proposed Development boundaries.

## Legal Requirements:

* A title opinion of an attorney at law licensed in Florida or a certification by a title company licensed in Florida to issue title insurance, demonstrating that all parties with an interest of record in the subject property have appropriately joined in the dedication of the Plat. The opinion or certification shall be made by reference to the legal description shown on the plat and submitted pursuant to the application, and shall be dated, or updated, no less than 60 days prior to final approval of the Plat.

## Surveyor Requirements:

* A boundary survey of the subject property obtained, prepared under the responsible direction and supervision of a profession surveyor and mapper, and prepared not later than two years prior to submittal of the application.
* Reference the Land Development Code Chapter 10 Application Requirements.