

## **“Checklist of Requirements for Final Subdivision Plat Application”**

*In the Development Review System (DTS) or Manatee Electronic Plans Systems (MEPS)*

- **For a MAJOR:** Please submit one (1) paper document of the following No. 1-17:
- **For a MINOR:** Please submit one (1) paper document of the following No. 1-7 & 13:

1. Original Land Development Application (**Form B1**)
2. Original Affidavit of Ownership/Agent Authorization (**Form B2**)
3. **Fees:** Final Subdivision Plat (Fee Schedule on website or call front counter) (include copy)
4. Copy of Final Plat formatted to 18"x 24" page size (All pages must be combined in one PDF file)
5. Copy 1" = 200' Scale Map of Subdivision
6. Original Title Certification (**Form 8402**)
7. Copy for "Certificate of Level of Service" Compliance
8. Draft of Declaration of Covenants & Restrictions or Supplement of Declaration
9. Draft Fiscal Program
10. Draft Right of Entry by County
11. Draft Listing of Holdings
12. Draft Maintenance Program
13. Draft Notice to Buyers
14. Copy Articles of Incorporation filed with the state
15. Copy of signed Bylaws of the non-profit organization
16. Copy of SWFWMD Construction Permit
17. Copy of Grading and Drainage Plan
18. Original Signed Mylar(s) of Final Plat, (Only submit after all final approvals)

## **Checklist of Required Documents “if applicable” (No. 19-26)**

- **For MAJOR:** Please submit one (1) paper document No. 19-26 or provide a letter from the Engineer of Record certifying ‘No Requirement’.
- **For MINOR:** Please submit one (1) paper document of No. 19 & No. 24 or, provide a letter from the Surveyor certifying ‘No Requirement’.

19. Original Mortgagee’s Joinder(s) (**Form 8413**)
20. Original Cost Estimates from Engineer of Record for the following:
  - Infrastructure,
  - Landscaping,
  - Environmental.
21. Copy of Approval letters from Public Works for EOR for the above cost estimates,
22. Original Performance and/or Defect Security Bonds,
23. Original Agreements to accompany bonds,
24. Original Conservation Easement, \*
25. Original Maintenance Agreement for Right-of-Way Improvements \*

26. Original Off-Site Easement (*with legal description & sketch*) documents for the following;
- Drainage \*
  - Utility \*
  - Turn-Around \*
  - Access \*

The following documents are required for all Off-Site Easements:

- (a) Original Affidavit of Ownership and Encumbrances, \*
- (b) Original Joinder(s) (*if applicable*), \*
- (c) Original Opinion of Title from an Attorney or Title Company.

- **For a MAJOR:** *If completion of all required public/private improvements will be performed prior to final plat approval, please submit one (1) paper document of (No. 27-33),*
- **For a MINOR:** *Items below (27-33) are not required.*

27. Original Engineer of Record's Certification (**Form 8409**),
28. Original Affidavit by Developer Certifying Payment of Labor & Materials (**Form 8410**),
29. Approval of reproducible Mylar As-Built for drainage from Public Works Department,
30. Approval of reproducible Mylar As-Built for utilities from Public Works Department,
31. Certificate of Completion from Public Works Department,
  - Please note ALL required improvements including landscaping and environmental requirements must be inspected before approval by the County.
32. Bill of Sale reviewed and approved by Public Works Utility Engineering as required.
33. Copy of Operating Permit from SWFWMD &/or "Statement of Completion/ Request for Transfer to Operation Entity",

\* **Note:** (1) To acquire those **highlighted Forms** and those forms with an **\*** , go online to:  
<http://www.mymanatee.org/home/government/departments/building-and-development-services/planning-zoning/fees-forms-applications/subdivision.html>

(2) Contact Jane Oliver at Public Works for **bond and agreement** forms.

## **“Submittal Requirements of the above Checklist”**

- **Attach and submit plat memo in separate envelopes addressed to:**
  1. **Building and Development Services**---D. Lonergan/F. Goodrich (**Case Manager**)
    - **Include in Case Manager’s packet paper submittal of the above Checklist items.**
      - Items No. 1-17, 19, and 24-26 are required with the initial submittal.
      - Items No. 20-23 are required no later than Version 2.
      - Items No. 27-33 are required with Version 2 (*if this option is chosen*).
    - **In addition, please submit one (1) PDF disc of all required documents as applicable. If using MEPS (Buzzsaw), upload all same required documents, but completeness is only performed with the paper submittal.**
  2. **Property Management Department**---Todd Boyle (**County Surveyor**)
    - **Please submit one (1) PDF disc with the following requirements:**
      - 1) Land Development Application,
      - 2) Affidavit of Ownership/Agent Authorization,
      - 3) Title Certification,
      - 4) Closure Sheets for all lots/parcels,
      - 5) Notice to Buyer.
      - 6) Copy of Grading and Drainage Plan
    - **Please submit one (1) paper copy of the following:**
      - 7) *The final plat formatted to 18” x 24” page size*
      - 8) *Signed and sealed Boundary Survey*
      - 9) *Signed and sealed Sketch of Description for all off-site easements, if applicable.*
  3. **Property Management Department** ---RECORDS (**Records Division**)
    - 1) *One (1) PDF disc with Plat Checklist items No. 1-17 and No. 19-26 (if applicable);*
- **Please include memo and mail to recipients with the following requirements:**  
(Note: See Contact List for addresses)
- 4. **Property Appraiser’s Office**---Dianna Ernest (**Land Information/Mapping**)
  - **Please submit one (1) PDF disc with the following requirements:**
    - 1) Land Development Application,
    - 2) Affidavit of Ownership/Agent Authorization,
    - 3) Title Certification,
    - 4) Closure Sheets for all lots/parcels.
  - **Please submit one (1) paper copy of the following:**
    - 5) *The final plat formatted to 18” x 24” page size*
    - 6) *Signed and sealed Boundary Survey.*

- *For the remaining reviewers below, please submit one (1) PDF disc with the following requirements*

5. **Florida Power & Light Company**

- 1) Land Development Application,
- 2) Affidavit of Ownership/Agent Authorization,
- 3) Final Plat.

**OR**

**Peace River Electric Cooperative**

- 1) Land Development Application,
- 2) Affidavit of Ownership/Agent Authorization,
- 3) Final Plat.

6. **Frontier Communications**

- 1) Land Development Application,
- 2) Affidavit of Ownership/Agent Authorization,
- 3) Final Plat.

**Please Note:** *Property Appraiser has established 15 working days to review and provide comment upon receipt of their initial plat packet. There is no set review comment period for private utility companies.*

*Revised 12/30/2016*

Manatee County  
**REVIEWER'S CONTACT INFORMATION FOR FINAL PLAT APPLICATIONS**  
E-mail addresses for Manatee County personnel are assigned with the following;  
[First name.Lastname@mymanatee.org](mailto:First name.Lastname@mymanatee.org)

**I. BUILDING & DEVELOPMENT SERVICES DEPARTMENT**

1112 Manatee Ave W. (4<sup>th</sup> Floor)  
Post Office Box 1000  
Bradenton, FL 34206      **748-4501**

- A.      **Administration Review (Suite 408) – Case Managers**
  - Fred Goodrich (ext. 6866)
  - Diana “Dee” Lonergan (ext. 3841)
- B.      **Environmental Planning (Suite 410)**
  - Joel Christian (ext. 6206)
  - Dorothy Rainey (ext. 6851)
  - Kathleen Davis (ext. 6847)
- C.      **Floodplain Management (Suite 401)**
  - Sandy Tudor (ext. 3843)
- D.      **Addressing (Suite 504)**
  - Susan Angersoll (ext. 6850)

**II. PUBLIC WORKS DEPARTMENT**

1022 26<sup>th</sup> Ave. E.  
Bradenton, FL 34208      **748-7450**

- A.      **Stormwater Engineering**
  - Tom Gerstenberger (ext. 7228)
  - Kenneth Kohn (ext. 7254)
- B.      **Infrastructure Engineering**
  - Karla Ripley (ext. 7337)
- C.      **Bond Coordinator**
  - Jane Oliver (ext. 7613)
- D.      **Utilities**
  - Cheryl King (ext. 7463)
- E.      **Traffic Analysis (Concurrency)**
  - Susan Barfield (ext. 7218)

**III. PROPERTY MANAGEMENT DEPARTMENT -8<sup>th</sup> Floor, (Suite 800)**

1112 Manatee Ave. W.  
Bradenton, FL. 34208      **748-4501**

A.      **Survey Division**

- Todd Boyle, P.L.S, County Surveyor (ext. 3024)

B.      **Records Management**

- (ext. 6888)

**IV. PROPERTY APPRAISER'S OFFICE**

915 4<sup>th</sup> Ave. W.  
Bradenton, FL 34205

**Land Information/Mapping - 748-8208**

- Dianna Ernest(ext. 4662)

**V. FLORIDA POWER & LIGHT CO.**

5657 S. McIntosh Road  
Sarasota, FL 34233

- Deanna Kaufman - **723-4420**  
[deanna\\_kaufman@FPL.com](mailto:deanna_kaufman@FPL.com)

\*\*\*\*\* **OR** \*\*\*\*\*

**VI. PEACE RIVER ELECTRIC COOPERATIVE, INC.**

Engineering Department  
210 Metheny Road  
Wauchula, FL. 33873

- Kendell Coker - **(863) 767-4660**  
[Kendell.coker@preco.coop](mailto:Kendell.coker@preco.coop)

**VII. FRONTIER COMMUNICATIONS**

Region Rights of Way and Municipal Affairs Manager  
120 E. Lime Street  
Lakeland, FL. 33801

- Mike Little - **(813) 682-8506**  
[michael.e.little@ftr.com](mailto:michael.e.little@ftr.com)

**VIII. COUNTY ATTORNEY'S OFFICE**

*(Required only in the event of special cases or documents that do not comply with County forms)*

MANATEE COUNTY GOVERNMENT

PLANNING DEPARTMENT

INTEROFFICE MEMORANDUM

**MEMORANDUM**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

\_\_\_\_\_  
AGENCY/DEPARTMENT

THRU: **DIANA LONERGAN OR FRED GOODRICH**  
**FINAL PLAT COORDINATOR ,ADMIN PLANNING DIVISION**

FROM: \_\_\_\_\_

\_\_\_\_\_  
AGENT/APPLICANT

SUBJECT: \_\_\_\_\_(Project Name)

\_\_\_\_\_

\_\_\_\_\_ (Project Number)  
(To be assigned by Staff)

\_\_\_\_\_ (DTS Number)  
(To be assigned by Staff)

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Type of Subdivision:

☐ Minor

☐ Major, *Note: Please provide the following information; Thank you.*

\_\_\_\_\_ Case Numbers of Previous Approvals

\_\_\_\_\_ Preliminary Plat/FSP Approval Date

\_\_\_\_\_ Construction Plan Approval Date

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**VERSION NUMBER**

**1 2 3 4 5 6 7 8 9 10** (please circle one)

**MANATEE COUNTY GOVERNMENT  
BUILDING & DEVELOPMENT SERVICES DEPARTMENT  
LAND DEVELOPMENT APPLICATION**

**FOR STAFF USE ONLY**

Date: \_\_\_\_\_

File Number: \_\_\_\_\_

File Name: \_\_\_\_\_

This application shall be used for all land development  
rezone or comprehensive plan amendment request.

Please attach appropriate standards or supplementary information, as applicable.

**NAME OF THE PROJECT:** \_\_\_\_\_

**TYPE OF APPROVAL DESIRED:** \_\_\_\_\_

**LIST CASE NUMBERS OF PREVIOUS APPROVALS:** \_\_\_\_\_

**A. Property Information**

1. Legal Description: \_\_\_\_\_
2. D. P. Number(s): \_\_\_\_\_
3. Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_
4. Subdivision Name (if Platted): \_\_\_\_\_
5. Lot: \_\_\_\_\_ 6. Block: \_\_\_\_\_
7. Address or Location of Property (See Address Coordinator, if physical address is needed):  
\_\_\_\_\_  
\_\_\_\_\_
8. Present Zoning Classification: \_\_\_\_\_
9. (If Rezone) Proposed Zoning Classification: \_\_\_\_\_
10. (If Comprehensive Plan Map Amendment) Proposed Future Land Use Category: \_\_\_\_\_
11. Future Land Use Category: \_\_\_\_\_
12. Flood Zone Category: \_\_\_\_\_ Map/Panel Numbers: \_\_\_\_\_
13. Property Size (to the nearest tenth of acre or sq. ft.): \_\_\_\_\_
14. Existing Use(s) of Subject Property (i.e.: vacant, residence, commercial, etc.): \_\_\_\_\_  
\_\_\_\_\_
15. Surrounding Land Use(s) (i.e.: vacant, residence, commercial, etc.):
  - a. North: \_\_\_\_\_ c. East: \_\_\_\_\_
  - b. South: \_\_\_\_\_ d. West: \_\_\_\_\_
16. Description of Proposed Activity or Use (Attach separate Sheet if Necessary):  
\_\_\_\_\_  
\_\_\_\_\_



## B. Names/Addresses

List all person(s) having ownership in subject property

1. Name of Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_
  
2. Name of Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_
  
3. Name of Agent: \_\_\_\_\_  
Address: \_\_\_\_\_  
Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_
  
4. Name of Engineer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_
  
5. Name of Architect: \_\_\_\_\_  
Address: \_\_\_\_\_  
Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_
  
6. Name of Landscape Architect: \_\_\_\_\_  
Address: \_\_\_\_\_  
Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**NOTE: UNLESS OTHERWISE NOTED, ALL WRITTEN CORRESPONDENCE WILL BE SENT TO THE AGENT. IF THERE IS NO AGENT, COMMENTS WILL BE SENT TO THE PROPERTY OWNER.**

### **C. Signature**

I hereby certify that the information in this application is true and correct. I have read this application and understand that other review processes and fees may be required prior to applying for and receiving Building Permits and/or Final Development Approval.

By executing this application, I acknowledge that I am familiar with the Rules of Procedure which apply to the boards or commissions which will act on my application and that I have read and understand such Rules of Procedures.

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(Signature of Property Owner or Agent)

### **Additional Information**

#### **CONTACT:**

Building & Development Services Department  
1112 Manatee Avenue West, Fourth Floor 34205  
P. O. Box 1000, Bradenton, FL 34206

**Telephone:** (941) 748-4501, Extension 6871

**Fax Number:** (941) 708-6152

<http://www.mymanatee.org>

**MANATEE COUNTY PLANNING DEPARTMENT  
AFFIDAVIT OF OWNERSHIP/AGENT AUTHORIZATION AFFIDAVIT**

Property Owner (Company or individual) *(print)*: \_\_\_\_\_  
Mailing Address *(print)*: \_\_\_\_\_  
Officer's Name and Title *(print)*: \_\_\_\_\_

*Being first duly sworn, depose(s) and say(s):*

1. That I am (we are) the owner's and record title holder(s) of the following described property legal description, to wit: \_\_\_\_\_  
\_\_\_\_\_
2. That this property constitutes the property for which a request for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Type of Application Approval Requested)*  
Is being applied for to Manatee County, Florida;
3. That the undersigned has (have) appointed and does (do) appoint \_\_\_\_\_ as  
agent(s) to execute any petitions or other documents necessary to affect such petition; and  
request that you accept my agent(s) signature as representing my agreement of all terms and  
conditions of the approval process;
4. That this affidavit has been executed to induce Manatee County, Florida to consider and act on  
the foregoing request;
5. That I, (we) the undersigned authority, hereby certify that the foregoing is true and correct.

\_\_\_\_\_  
*Owner's Signature/Print Title*

\_\_\_\_\_  
*Owner's Signature/Print Title*

STATE OF FLORIDA  
COUNTY OF **MANATEE**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ by  
\_\_\_\_\_  
*(date)*  
\_\_\_\_\_ who is personally known to me or who  
*(name of person acknowledging)*  
has produced \_\_\_\_\_ as identification.  
*(type of identification)*

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Taking Acknowledgment

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title or Rank

Manatee County  
CONCURRENCY LEVEL OF SERVICE (CLOS)  
RESERVATION APPLICATION

Project File # \_\_\_\_\_ DTS application# \_\_\_\_\_

Project Name \_\_\_\_\_

Site Address \_\_\_\_\_

DP# \_\_\_\_\_

Type of Approval Requested \_\_\_\_\_

Please indicate number(s) for appropriate uses:

Single Family # Units	Townhouse/Duplex # units	Mobile/Manufactured Home # units	Multi-Family # Units
#Seats/Pews	# Employees	#Hotel Rooms	# Berths
SF of Building	#Parking Spaces	#Classrooms (if school proposed)	#Students (if school proposed)
# RV Pads	# Beds	# Acres	

If a previous “parent” project approval remains unexpired, please identify:

Parent Project File # \_\_\_\_\_ CLOS# \_\_\_\_\_

Authorized by (print Owner/Agent name) \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**TITLE CERTIFICATION**

**SUBDIVISION NAME:** \_\_\_\_\_

**LEGAL DESCRIPTION:** (Attach as Exhibit "A")

I, \_\_\_\_\_, the (*Attorney-at-Law or Abstractor of Title Insurance Company*) hereby confirm that apparent record title to the land described above and shown on \_\_\_\_\_ (*Subdivision Name*) is in the name of \_\_\_\_\_ (*Property Owner*) the (person(s) (or organization) executing the offer of dedication appearing on the above plat. All property taxes have been paid on the land described as of the date of certification. All mortgages or liens not satisfied or released of record are as follows:

MORTGAGEES:

OFFICIAL RECORD BOOK AND PAGE (S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIENS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WITNESS my hand and official seal at Manatee County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature \_\_\_\_\_  
(*Attorney or Abstractor*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(*Type Name, Title, Law Firm or Title Insurance Company and Address*)

FL. Bar No. or FL Certificate

No. \_\_\_\_\_

**RIGHT OF ENTRY**  
For  
**COMPLIANCE WITH MANATEE COUNTY LAND DEVELOPMENT CODE**

The Manatee County Land Development Code, Ordinance 15-17, adopted on June 4, 2015 by the Board of County Commissioners of Manatee County, Florida requires adequate ownership and management measures be provided in residential developments to protect and perpetually maintain all common improvements and open space. The following provisions are stipulated in Chapter Three of the Land Development Code, Section 336.4 (f.k.a. Ordinance 90-01, Chapter Nine, Section 909.5), and are hereby incorporated as part of the Declaration of Covenants, Conditions, and Restrictions for \_\_\_\_\_.

**SUBDIVISION**

- I. **Right of Entry by County.** The Manatee County law enforcement officers, health and pollution control personnel, emergency medical service personnel, and fire fighters, while in pursuit of their duties, are hereby granted authority to enter upon any and all portions of the Community Common Areas or Easements as may be necessary to perform those duties.
- II. **Ownership of the Community Common Areas.** Notwithstanding anything herein contained to the contrary, the Community Association shall not dispose of any Common Area or Easement, by sale or otherwise, except to an organization conceived and organized to own and maintain such Common Areas, without first offering to dedicate the same to Manatee County or other appropriate governmental agency.
- III. **Disturbance of Common Areas.** No lands in the Common Open Space shall be denuded, defaced, or otherwise disturbed in any manner at any time, except for maintenance or repair, without the prior written approval of the Manatee County Planning Director.
- IV. **Maintenance and Care.** In the event the Association or its successors fail to maintain the Common Area or Easement in reasonable order and condition, the provisions of the Manatee County Land Development Code allow for Manatee County, upon notice and hearing, to enter said Common Area or Easement for the purpose of maintaining same. The cost of such maintenance by the County shall be assessed pro-ratedly and such charges will be made payable by property owners within sixty (60) days after receipt of a statement therefore, and shall become a lien on the property if unpaid at the end of such period.
- V. Notwithstanding any other provision of this Declaration, no violation of federal, state, or local law shall be permitted.
- VI. Notwithstanding any other provision of this Declaration relating to amendments, neither this Article nor any provision of this Declaration affecting this Article be amended without the written consent of Manatee County.
  - *The EXHIBIT label is used when this notice is referred to in the Covenants, Conditions, and Restrictions and attached to that document. If that's not the case, this notice must be separately notarized and recorded.*

*Updated 9/30/15*