

**HENDRY COUNTY PLANNING AND ZONING DEPARTMENT**

P.O. Box 2340  
LaBelle, Florida 33975-2340  
863-675-5240 • FAX: 863-674-4194  
<http://www.hendryfla.net/planning.php>

<i>For Office Use Only:</i>	
Hearing No.:	_____
Date Received:	_____
Fees:	_____
Check No.:	_____ or Cash _____

**FINAL SUBDIVISION PLAT REVIEW APPLICATION**

NOTE: The application for final plat approval shall include changes and considerations as may have been pointed out in the pre-application review. The final plat must be prepared by a professional surveyor and mapper in the state, and in conformity with this Code, as specified in Section 1-54-10.

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Strap Number(s) : \_\_\_\_\_

Property Acreage: \_\_\_\_\_

Approval Date and Project Number of Preliminary Plat: \_\_\_\_\_

Approval Date and/or Project Number of Construction Plans: \_\_\_\_\_

Future Land Use Designation: \_\_\_\_\_ Zoning Designation: \_\_\_\_\_

Adjacent Zoning: North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

Adjacent Future Land Use: North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

Legal Description of Property (Lengthy Description May Be Attached): \_\_\_\_\_

Is there an existing approval for a special exception, rezone, variance, and/or administrative waiver on the property?

\_\_\_\_\_ If yes, please provide resolution and/or ordinance numbers \_\_\_\_\_

All data and exhibits submitted in support of this application shall become a permanent part of the public records of Hendry County, Florida.

**SUBMITTAL REQUIREMENTS (unless waived at the pre-application meeting):**

1. Original application.
2. Proof of ownership or contract to purchase or lease property.
3. A copy of the pre-application meeting notes.
4. *Final Subdivision Plat*

The final plat shall be prepared by a professional surveyor and mapper in accordance with all of the requirements of Sect. 1-54-15 and F.S. ch. 177. The plat sheets shall be 22 inches by 30 inches and shall be at a scale where one inch denotes no more than 100 feet, except that a scale of one inch equals not more than 200 feet shall be permitted when all lots or parcels within the plat are one-half acre or more in size. Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. For large subdivisions the final plat may be submitted for approval progressively in sections or units. The final plat shall show or be accompanied by the following information:

- a. Primary control point, and permanent reference monuments and descriptions and ties to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
- b. Legal description of the property.
- c. 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.
- d. Name and right-of-way widths of each street or other right-of-way.
- e. Location, dimensions and purpose of any easements.
- f. Number or letter to identify each lot or site; number or letter for each block.
- g. Reference to recorded subdivision plats of adjoining platted land.
- h. Certification by a professional surveyor and mapper certifying to accuracy of survey and plat.
- i. Statement by owner dedicating streets, rights-of-way and sites for public use.
- j. Title, scale, north arrow, date and sheet number.
- k. Name of subdivision.
- l. A dedication setting forth the respective grants, interests and limitations to the public and other parties in the premises of the subdivision.
- m. The items required in the LDC, Sec. 1-55-56 & 1-55-57.
- n. Any additional data, materials or information deemed necessary by the County to make a determination.
- o. One electronic version (CD) of the final plat must be submitted to the Planning and Zoning Department.
- p. A reproducible drawing of the plat at a scale of one inch equals 200 feet shall be submitted to the Community Development Director prior to application for final plat approval.
- q. *Related documents.* Documents related to a subdivision plat such as deed restrictions, articles of incorporation for property owners' association, etc., shall be in form for recording. Reference should be made to these documents on the title page of the plat indicating by reference the official record book and page in which the document may be found.
- r. *Title certification.* Every application for final plat approval of a subdivision submitted to the planning department must be accompanied by a title opinion from an attorney at law, licensed in the state, based on his own title search or his examination of an abstract of title certified to the approximate date of final plat approval, confirming fee ownership and other interests and encumbrances affecting the lands included in the plat. In lieu of a title opinion, the subdivider may provide a title insurance policy in the approximate value of the subdivided lands. The title opinion or policy shall be reviewed and approved by the county attorney prior to board of county commission approval, or the board approval shall be conditioned on the approval of the title opinion or title insurance policy, and the plat in light thereof, by the county attorney. If the plat is not recorded within 45 days after

final plat approval, the title opinion or policy must be updated to within 15 days of the actual returning date.

- s. *Dedications.* Each mortgagee, judgment creditor and other encumbrancer shall join in the dedication contained in the plat.
- t. *Health department review.* Prior to the forwarding of a final plat to the board of county commissioners for approval, a certification from the health department that the proposed plat will comply with all applicable environmental health laws must be provided.
- u. *Other data.* Such other certificates, affidavits, endorsements or information as may be required by the Planning and Zoning Department or the Board of County Commissioners in the enforcement of these regulations shall be provided (for typical certifications, see Chapter 1-54, Article IX).

- 5. Processing fee payable to the Hendry County Board of County Commissioners:  
\$4,000.00 plus \$10.00 per acre, and surveyor's costs  
*Advertising charges will be invoiced prior to public hearings*

**Please submit original application plus supporting documentation for sufficiency review. Once the application has been deemed sufficient, please submit 7 copies and 1 CD of all documents for formal review including approved construction plans. The Board of County Commissioners public hearing will require 12 paper copies and 1on CD.**

LETTER OF AUTHORIZATION

ATTEST:

We/I, \_\_\_\_\_, being first duly sworn, depose and say that we/I are/am the owners of the property described herein and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, all sketches, data, and other supplementary matter attached to and made a part of this application, are true and correct to the best of our knowledge and belief. We/I understand that the information requested on this application must be complete and accurate and that the content of this form, whether computer generated or County printed shall not be altered.

As property owner We/I further authorize \_\_\_\_\_ to act as our/my representative in any matters regarding this Petition.

\_\_\_\_\_  
(Signature of Property Owner)

\_\_\_\_\_  
(Signature of Property Owner)

\_\_\_\_\_  
(Typed or Printed Name of Owner)

\_\_\_\_\_  
(Typed or Printed Name of Owner)

State of Florida  
County of Hendry

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
(Signature of Notary Public – State of Florida)

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