



FINAL PLAT APPLICATION

AS/400 No. _____

PLAT NAME _____

A Final Plat is required to be submitted for the division and/or transfer of three (3) or more parcels of land. This form is intended for submittal, along with the required attachments, with all requests for approval of a final plat. Prior to dedication and approval, a Plat Conformity Review shall be performed in compliance with Part 1, Chapter 117, Florida Statutes. Pursuant to Section 34-504 of the Jacksonville Beach Land Development Code, within one (1) year of the approval of a development plan for plat pursuant to the procedures and standards of Section 34-251 et seq., an application for final plat shall be accompanied by a nonrefundable fee of \$250.00, plus \$20.00 per lot, payable by check only. An application for final plat approval shall include the information and attachments listed below.

DEVELOPER INFORMATION

Land Owner's Name: _____

Telephone: _____

Mailing Address: _____

Fax: _____

E-Mail: _____

Developer Name: _____

Telephone: _____

Mailing Address: _____

Fax: _____

E-Mail: _____

NOTE: Written authorization from the property owner is required if the applicant is not the owner.

Agent Name: _____

Telephone: _____

Mailing Address: _____

Fax: _____

E-Mail: _____

Please provide the name, address and telephone number for additional property owners and any other land use, environmental, engineering architectural, economic or other professionals assisting in the application on a separate sheet of paper.

PROPERTY AND PROJECT DATA

Project Name: _____

Property Address(es): _____

List All Real Estate/Parcel Number(s): _____

Legal Description of Property: _____

Current Use of Property: _____ Proposed Use of Property: _____

Current Zoning Classification: _____ Future Land Use Map Designation: _____

	REQUIRED DOCUMENTATION			Attached?		
	Yes	No	N/A	Yes	No	N/A
1. Attach copies of all applicable deeds, plats, easements, boundary survey etc.						
2. Approved concept plan of the proposed plat, which includes the square footage and dimensions of each lot and block layout and the proposed traffic circulation system on ledger-sized paper (11"x17").						
3. Date, north arrow, scale.						
4. The unique subdivision name in bold legible letters under which should appear the City of Jacksonville Beach.						

REQUIRED DOCUMENTATION	Attached?		
	Yes	No	N/A
5. Identification of all street names.			
6. Legal description of the final plat.			
7. The location and names of adjacent subdivisions.			
8. The exact dimensions (location and width) of all streets, their bearings, angle of intersection, length of arcs, radii, points of curvature and tangent bearings.			
9. The exact location and width of all easements, whether public or private, and a statement of easement rights.			
10. The exact length and bearings of the exterior boundaries of the land being subdivided.			
11. The exact dimensions of all lots.			
12. The exact radii of all curves and lengths of all tangents.			
13. The exact location and area of all land to be dedicated for public use or reserved by deed covenant for common use of all property owners with the purpose indicated thereon. All lands dedicated for public use, other than streets, shall be marked "Dedicated to the Public."			
14. The deed restrictions for the proposed plat, if any, including the boundaries of each type of restrictions.			
15. The accurate location and material of all permanent reference monuments and bench marks.			
16. The certificate of the registered land surveyor preparing the plat that the plat, as presented, fully complies with the requirements of this article and the platting laws of the State of Florida, and that the plat is a correct representation of all exterior boundaries of the land surveyed, that the plat represents a survey made by him and that all monuments indicated thereon exist and their location, size and material are correctly shown, and that permanent control points will be placed accordingly.			
17. As built drawings of all improvements that are to be dedicated to the City of Jacksonville Beach.			
18. A certificate by the owner dedicating to the public and the City of Jacksonville Beach and its successors, full use of all streets and easements for drainage, utilities, and sewers.			

Applicant Signature: _____

Date: _____

Section 34-505 (6) STANDARDS APPLICABLE TO A FINAL PLAT

A final plat application shall comply with the following standards:

1) *Design standards.*

- a. *General.* In addition to these regulations, a final plat shall conform to the comprehensive plan, the LDC, and any other applicable ordinances and code provisions of the City of Jacksonville Beach to ensure that future development is consistent with the goals, objectives, and policies of the comprehensive plan.
- b. *Blocks.* The length, width and shape of blocks shall be determined with regard to:
 - 1. The provisions of adequate building sites suitable to the particular needs of the type of use contemplated.
 - 2. Zoning requirements as to lot size and dimensions.
 - 3. Needs for convenient access, circulation, control and safety of traffic.
 - 4. Limitations and opportunities afforded by topography and other natural features.
- c. *Sidewalks.* Sidewalks shall be installed parallel to all arterial and collector-type streets as enumerated in the current traffic circulation element of the comprehensive plan for the City of Jacksonville Beach. Sidewalks may be required to be installed on one (1) side of all new subdivision streets which meet the definition of an arterial or collector street. Required sidewalks shall be four-inch thick monolithic concrete with a maximum slope of one-quarter (1/4) inch per foot. Detailed plans for any required sidewalks shall be submitted with the engineering plans for the proposed subdivision.
- d. *Curves.* Where a deflection angle of more than ten (10) degrees in alignment of a street occurs, a curve of reasonably long radius shall be introduced. On all streets except subdivision streets, the centerline radius of curvature shall not be less than two hundred fifty (250) feet; on subdivision streets, it shall not be less than one hundred (100) feet.
- e. *Dead-end streets.* Streets designed to have one (1) end permanently closed shall be designed as a cul-de-sac, and shall provide at the closed end a turnaround with a right-of-way radius of not less than forty-five (45) feet. A "cul-de-sac" shall not be more than one thousand two hundred (1,200) feet in length. Turnarounds consistent with paving and turning radius requirements described herein shall be provided at all temporary dead ends.
- f. *Easements and dedications.* Easements and/or rights-of-way for public utilities shall be required for poles, wires, conduits, gas and water lines, sewers, and storm drainage facilities. Easements of a greater width may be required along or across lot lines where necessary for adequate drainage. Dedication or reservation of sites or areas for schools, parks and other public areas may be required if necessary to ensure consistency with the comprehensive plan.
- g. *Lots.* Lot dimensions and setbacks shall conform to the minimum standards established for the pertinent zoning district in Article VII, Zoning Districts.
- h. *Intersections.* Streets shall be designed to intersect at right angles. Property lines adjoining street intersections shall be rounded with a radius sufficient to allow sidewalks within the street right-of-way.
- i. *Streets.* Street design standards shall be based upon the intended use as specified by their functional classification as described below:

	Subdivision Street (feet)	Cul-de-Sac (feet)	Private Street (feet)
Pavement Width:			
Swale section	20	20	20
Curb and gutter	24, with 1.5-foot curb and gutter on each side	24, with 1.5-foot curb and gutter on each side	24, with 1.5-foot curb and gutter on each side
No. of lanes	2	2	2
Dedicated Right- of-Way Width:			
Swale section	60	60	60
Curb and gutter	50	50	50

	Subdivision Street (feet)	Culs-de-Sac (feet)	Private Street (feet)
Minimum Diameter of Turnaround:			
ROW	90	90	90
Pavement	60	60	60
Maximum Length of Cul-de-Sac:	1,200	1,200	1,200
Return Radius:	30	30	30

Street grades shall be determined in relation to drainage requirements. Street grades shall not exceed five (5) percent or be less than three-tenths of one (0.3) percent.

(2) *Required improvements.*

- a. *General.* Required improvements may not be indicated on the final plat; however, conformance with these regulations in advance of any building permits is contingent upon the improvements listed in this division being accomplished by the subdivider and accepted by the city. The subdivider is also required to execute the appropriate agreements that guarantee against faulty workmanship or materials prior to approval of the final plat.
- b. *Monuments.* Permanent reference monuments (PRM's) shall be set before the recording of the final plat and shown on the plat according to F.S. § 3177.091(7), Permanent control points (PCP's) shall also be placed on the tract and designated on the plat according to F.S. § 177.91(8), The registered land surveyor for the proposed subdivision shall be responsible for furnishing the city manager and the Duval County Clerk with the dates PCPs were set in the ground.
- c. *Street names.* Proposed street names shall appear on the final plat. New streets that are extensions of existing streets shall bear the name of the existing street. In no case shall the name given to a new subdivision street duplicate an existing street name. The city reserves the right to approve and/or reject any proposed street name.
- d. *Streets and stormwater management improvements.* All construction and materials used to install streets and drainage shall conform to the latest edition of "Standard Specifications for Road and Bridge Construction of the Florida Department of Transportation." Streets and drainage improvements shall meet the following minimum specification:
 1. *Subgrade.* Subgrade shall be stabilized to this strength in accordance with the specification of the Florida Department of Transportation.
 2. *Pavement base construction.* Base construction shall utilize only Florida limerock or other approved materials.
 3. *Surfacing.* Surfacing for residential streets shall be either asphaltic concrete or concrete installed to acceptable design standards for residential or commercial development.
 4. *Dimensions.* Minimum dimensions shall conform to the following table:

	Collector Streets	Local and Subdivision Streets	Industrial and Commercial Streets
Base thickness	9-inch	5-inch	12-inch
Pavement thickness	1 1/2-inch	1 1/4-inch	1 1/4-inch
Pavement width	(See Street Design Standards)		

5. *Street intersections.* Acute angles occurring between streets at their intersection alignments shall be curved so that tangents to the curves shall intersect at right angles. Radii at intersections shall be a minimum of thirty (30) feet for residential streets and forty (40) feet for streets within industrial or commercial subdivisions.
 6. *Stormwater management facilities.* All stormwater management facilities shall be constructed to provide adequate conveyance, detention or retention of stormwater runoff to prevent flooding and to maintain any natural water courses consistent with the standards in section 34-466.
 7. *Floodproofing.* Where land is subject to periodic flooding, it shall comply with the standards in section 34-467.
- e. *Water supply and sewage.*
1. The subdivision's sanitary sewer collection and potable water distribution lines shall be connected to the city's system. Sanitary sewer lines excluding service connections shall be eight (8) inches in diameter unless a larger size is stipulated by the city. Service lines shall be six (6) inches in diameter. Lift stations and sewers shall be

designed and constructed in accordance with acceptable engineering standards and practices and shall be approved by the director of public works.

2. The water supply lines in the subdivision shall be designed and constructed in accordance with acceptable engineering standards and practices and shall be approved by the public works director. Lateral water lines to single-family residences shall be one (1) inch in diameter. Lines to commercial and industrial subdivisions shall be designed to the approval of the director of public works.
3. The water distribution system shall be designed to supply the necessary fire flow in quantity and pressure as stipulated by the National Board of Fire Underwriters for classification assigned to the City of Jacksonville Beach. Fire hydrants shall be required for all subdivisions and shall be located at each intersection or no further than five hundred (500) feet apart, whichever provides the closer spacing.
4. The city shall reimburse the developer for the additional expense of constructing water and sewer improvements having a greater capacity than required by the development alone, when necessary to provide adequate service to areas outside the subdivision.

f. *Street name and traffic control signs.*

1. All street name and traffic control signs required for the development shall be provided and installed by the city. The cost of manufacturing or purchasing and installing the signs shall be reimbursed to the city by the developer.
2. The design and placement of traffic signs shall follow state regulations or the requirements specified in the Manual on Uniform Traffic Control Devices for Streets and Highways, published by the U.S. Department of Transportation.
3. At least two (2) street name signs shall be placed at each four-way intersection, and one (1) at each "T" intersection. Signs shall be installed under light standards wherever possible, and be free of obstruction.

g. *Inspection of improvements.* The City of Jacksonville Beach shall provide for inspection of required improvements during construction and ensure their satisfactory completion. If the required improvements are not found to meet the standards and specifications required herein, the subdivider shall be responsible for completing the improvements satisfactorily.

h. *Completion of improvements prior to recording of the final plat.* All improvements shall be completed to the specifications set forth herein prior to recording of the final plat. The city is hereby automatically vested with the right to inspect the construction of improvements. In addition to inspection by the city of the improvements, a certification of completion from the project engineer shall be provided to the planning and development director in order to obtain approval to record the final plat.

i. *Warranty bond.* Accompanying the request for acceptance of subdivision improvements for maintenance, the person, seeking approval shall furnish a good and sufficient bond from a bonding company acceptable to the city in an amount equivalent to the value of the improvements contained within the subdivision. This bond is to be furnished solely as a guarantee against faulty workmanship and materials. Said bond shall be submitted by the subdivider to the city and shall remain in force for a minimum of one (1) year following date of acceptance for maintenance of the subdivision streets, drainage system and appurtenances thereto. One (1) year after the date of acceptance for maintenance by the city council of all improvements required, the city shall release the warranty bond or that portion which remains after any faulty workmanship has been corrected.

j. *Surety bond.* The subdivider shall have the option of furnishing the city with a surety bond payable to the city from a bonding company acceptable to the city and in an amount equivalent to one hundred (100) percent of the sum of engineering and constructing the improvements required under this article. If at the end of one (1) year from the time of acceptance of the bond by the city, the improvements have not been completed and approved, then the subdivider may request a time extension of no more than one (1) year. The city council shall determine whether to grant an additional time extension for completion or to revoke construction permits requiring forfeiture of the performance bond. Upon completion of the bonded improvements, the subdivider shall submit a request to the city council for acceptance of all public improvements and release of the performance bond. The request shall be made to the planning and development director at least ten (10) days preceding the city council meeting at which action is requested.