



Subdivision Plat Application

Department of Planning & Community Development
 101 Old Main Street, Bradenton, FL 34205
 Ph: (941) 932-9400
www.cityofbradenton.com

CONTACT INFORMATION

Name of Property Owner: _____

Owner Address: _____ Telephone: _____

Name of Agent: _____

Agent Address: _____ Telephone: _____

Owner/Agent Email: _____

REQUIRED

PROPERTY INFORMATION

Property Address: _____

Subdivision Name/Phase: _____

Parcel ID: _____ Acreage: _____

Zoning District: _____ Future Land Use: _____
*click to view [Zoning map](#) *click to view [FLU map](#)

Ward #: _____ Neighborhood #: _____
*click to view [Ward map](#) *click to view [Neighborhoods map](#)

Indicate Type of Subdivision Plan Request: Preliminary Final

REQUIRED

MATERIALS FOR REVIEW

Before submitting an application to the City of Bradenton, please check with the Planning & Community Development Department to verify all essential information for review is present. Incomplete applications will delay the review process. Include one electronic copy (pdf) of application and all support materials.

► **Preliminary Subdivision Plat Application**

- Preliminary Subdivision Plat Fee: \$1,220+\$20/acre (up to 15 units). \$1,820+\$20/acre (16 or more units)
- Notarized Agent Authorization Form, if applicable
- Letter of Request
- Thirty (30) copies of Preliminary Subdivision Plat (see page 2 for Plan requirements)
- Concurrency Review Application (see page 4 for Concurrency Review requirements)

► **Final Subdivision Plat Application**

- Final Subdivision Plat Fee: \$600. Surveyor Certification: \$250 for the 1st page, \$150/additional page. Recording Fee: \$30 for the 1st page, \$15/additional page.
- Notarized Agent Authorization Form, if applicable
- Letter of Request
- Thirty (30) copies of Final Subdivision Plat (see page 2 for Plan requirements)
- Proof that taxes are paid to date
- Copy of Site Improvement Permit Approval Letter
- One (1) set of mylar copies of Final Subdivision Plat for recording (submit after approved by City Council)

REQUIRED

The owner of this property and/or the undersigned agree to conform to all applicable laws of the City of Bradenton and to all applicable Federal, State, and County laws.

Signature of Owner/Applicant _____ Date _____

REQUIRED

CITY STAFF ONLY

Application Fees:	Application Sufficiency:
Fee Required: Pre ≤15: \$1,220+\$20/acre	Sufficient: <input type="checkbox"/>
Pre ≥16: \$1,820+\$20/acre	Incomplete: <input type="checkbox"/> _____
Final: \$600+\$250 1st page,\$150/additional page+\$30 1st page,\$15/additional page	
FEE COLLECTED: \$ _____	APPLICATION #: _____
RECEIPT #: _____	

CITY STAFF ONLY

CITY COUNCIL: _____

PLANNING COMMISSION: _____

DRC: _____

REVIEW DATES - TO BE COMPLETED BY CITY STAFF



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The requirement for a **Preliminary** Subdivision Plat is waived for a subdivision of five lots or less and no new streets are proposed.

SITE PLAN REQUIREMENTS (for PRELIMINARY and FINAL SUBDIVISION):

The Subdivision Plan shall be drawn at a scale of 1"=200" or larger and shall show the following:

- A. Name of subdivision
- B. Names and addresses of the owners, contractor, planner, architect, engineer or surveyor and the owners of adjacent property
- C. Date, approximate north point and graphic scale
- D. Legal description and acreage of land within the project
- E. Contours at an interval of not greater than five feet or at a lesser interval if deemed necessary by the Planning Commission
- F. Boundary lines of the project and their bearings and distances
- G. Existing and proposed easements and their locations, widths, bearings and distances
- H. Streets and waterways on and adjacent to the project and their names, widths, bearings and other dimensions as may be required
- I. Utilities on and adjacent to the project showing proposed dimensions and connections to existing utility systems
- J. Access roads and their relationship to existing and proposed streets, alleys and other public ways
- K. Sites, and the acreages, if any, to be reserved for parks, playgrounds, schools or public uses
- L. Lot lines, lot numbers, and blocks
- M. The following supplementary material shall accompany the Preliminary Plat:
 1. General location and vicinity map
 2. Whenever part of a tract is proposed as an immediate project and additional parts of the tract are intended to be proposed as projects in the future, a sketch plan for the entire tract shall be submitted at the same time the Preliminary Plat for the first part of the tract is submitted
 3. Proposed method of assuring the perpetual ownership and maintenance of areas within the project that are to be used for open space, recreational or other common or public purposes, including a detailed statement of such assurance, including covenants, agreements or other specific documents as required
 4. Copies of proposed restrictions or protective covenants, if any.

SITE PLAN REQUIREMENTS

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PRELIMINARY SUBDIVISION PLAN PROCEDURES

PRELIMINARY SUBDIVISION PLAT REVIEW PROCEDURE:

Prior to the preparation of a Preliminary Subdivision Plat, the developer of a subdivision shall meet with the Development Review Committee (DRC) to discuss the concept of the proposed subdivision and the requirements of the Land Use Regulations (LUR). The developer shall provide a conceptual plan showing the tract of land, its relationship to the surrounding properties and general development scheme. The Pre-Application meeting and informal review is designed to prevent costly and avoidable revisions in the layout.

After application submittal, The Preliminary Subdivision Plat shall be reviewed by the DRC and Planning Commission per the requirements of Section 4.2 of the Land Use Regulations. The Planning Commission shall hold a public hearing on the application and shall recommend to the City Council to approve, approve with stipulations, or deny the request.

The City Council, after receiving the Planning Commission's recommendation, shall approve, approve with stipulations, or deny the application with specific reference to provisions of Section 4.2 of the LURs. The Preliminary Subdivision Plat shall not be approved unless services as required by Subsection 4.1.1.5 of the LURs are available or will be available at the time the Certificate of Use is issued.

The approval of a Preliminary Subdivision Plat constitutes a finding of concurrency compliance and a Reservation of Capacity for roadways, sewer and water, public drainage and recreation facilities, subject to the stipulations placed on the approval.

Approval of the Preliminary Subdivision Plat shall be valid for two years. An extension of time may be applied for by the developer by submitting a letter of request to the City Council through the PCD Director. Reservation of Capacity for public facilities may be extended, or City Council may choose to extend the approval of the Preliminary Subdivision Plat but not to extend the Reservation of Capacity in public facilities if there is demand for the capacity by other developments. City Council may set a separate date for reconsideration of the Reservation of Capacity or may reconsider at the time of the next request or extension of the subdivision's preliminary approval.

FINAL SUBDIVISION PLAN PROCEDURES

FINAL SUBDIVISION PLAT REVIEW PROCEDURE:

Following the approval of the Site Improvement Permit, the Final Subdivision Plat application may be submitted. In addition, a reproducible plan showing all lot lines, easements, and rights-of-way, shall be submitted in a digital .dwg format. However, the Final Plat shall not be accepted for review if the reservation of capacity has expired.

Prior to forwarding the Final Plat to City Council for approval, a certification of one of the following must be obtained from the Department of Public Works:

- A. All required public improvements have been completed to the satisfaction of the Director of Public Works and are accepted by the City.
- B. A bond or letter of credit deemed sufficient by the City Clerk and the Director of Public Works has been posted.

Surveyors Certificate of Approval certifying that the Final Subdivision Plat has been reviewed for conformity with the requirements of F.S. Chapter 177, the Land Use Regulations and the subdivision ordinance of the City.

If the Final Subdivision Plat is substantially in accord with the approved Preliminary Subdivision Plat, fulfills all attached conditions and stipulations, and the applicant has furnished proof that the taxes are paid to date as required by F.S. 197.192, and is complete and contains all of the required certifications, the City Council shall approve the plat, and the Mayor shall indicate such approval on the Final Plat by signing the certification of approval for recording. Approval of the Final Subdivision Plat shall reserve capacity of public facilities for a period of two years except that reservation for single-family subdivisions shall have no expiration date. At the end of the two years, the reservation shall expire for all lots which have not received Building Permits for structures.

When all certifications have been made by the City, the City Clerk and Treasurer shall record the Final Subdivision Plat with the Clerk of the Circuit Court as an official plat of record. A second reproducible and fully certified copy shall be filed with the PCD Director for permanent record.



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CONCURRENCY REVIEW WORKSHEET: REQUIRED FOR PRELIMINARY SUBDIVISION PLANS ONLY:

Project Name: _____

Location (address): _____

Engineer of Record: _____

Type of Development: _____

Total Acreage: _____ Acreage above 2-foot contour line: _____

Impervious Areas (specify acres or square footage):

Building Coverage: _____

Paved Areas (include walkways): _____

Pervious Areas:

Open	Space:
Retention: _____	
Other	(specify):
Total	Recreation Area:
Rec. area less bldgs. & playcourts: _____	

Density/Intensity:

Units per acre: _____ Non-residential square footage: _____

Projected Average Vehicle Trips per Day: _____

Projected Volume (GPD) of Water Consumption: _____

Projected (GPD) Wastewater Flow: _____

Type of Irrigation: _____

Projected GPD of potable water: _____

Projected Solid Waste (tons per year):

Landfill: _____
 Recyclable: _____
 Paper: _____
 Glass: _____
 Aluminum: _____
 Cardboard: _____

Drainage (by volume):

Retained on site: _____ Treated: _____

School Facilities (to be approved by Manatee County School District: _____

Permits Required from Other Agencies and Their Status: _____

CONCURRENCY REVIEW

REQUIRED



Agent Authorization Form

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PLANNING & ZONING AGENT AUTHORIZATION FORM

Property Address: _____

I, _____, the registered property owner(s) of the above noted property, do hereby authorize

Print Name of Agent Company Name

to act on my behalf and take all actions necessary for the processing, issuance and acceptance of this permit or certification and any and all standards and conditions applicable.

Signature of Owner(s) Owner(s) Address (if different than property above)

Signature of Agent Agent Address and Phone

AGENT AUTHORIZATION

REQUIRED

STATE OF FLORIDA, MANATEE COUNTY

The Foregoing instrument was acknowledged before me this ____ day of _____,

produced _____ respectively, as

as identification and who did (did not) take an oath:

Signature

_____, Notary Public

Print Name

State of Florida
 My Commission Expires: _____

NOTARY

REQUIRED