



**Nassau County**  
**Department of Planning &**  
**Economic Opportunity**  
 96161 Nassau Place  
 Yulee, Florida 32097

# Plat Review Application

**Please submit Eight (8) copies of the plat with the completed application, appropriate fees and required substantiating documents as listed in the attached checklist. Incomplete applications will be returned without review.**

## Property Information

Name of Proposed Subdivision and/or Plat: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ (Attach Copy of Conditional Use/Variance Final Order or PUD Ordinance, if applicable)

Number of Acres: \_\_\_\_\_ Number of Lots: \_\_\_\_\_

Unit Types (if a mixture of unit types provide number of each): \_\_\_\_\_

Parcel Identification Number (PIN): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 (Use the space below for additional PINs if necessary)

Location or Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Property Owner

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

## Agent

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

*(Owner's Authorization for Agent Form required see page 9)*

Use the space below for any supplemental information:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
*Signature (owner or agent)*

\_\_\_\_\_  
*Date*

## Checklist for Plat Review

Complete the following Checklist of required information, sign the Acknowledgement at the end of the Checklist and submit all documents with your application packet. If all of these items are not included or acknowledged as required, your application packet will not be accepted for processing.

Procedures for plat review are set forth in Ordinance 2000-40, Development Review Regulations, Section 3, Plats.

\_\_\_\_\_ This Checklist, completed, and the following information shall be included on all Plats:

\_\_\_\_\_ Proof of ownership – must include a legal description and Property Identification Number (PIN). (Note: PIN is an 18-digit parcel number that is located on a tax receipt or may be obtained from the Property Appraiser's Office (904) 491-7300. This number must appear on all correspondence and drawings).

\_\_\_\_\_ A location map at a scale of not less than 1"=50' with grid North, property boundary, and features to adequately identify where plat is located (a USGD Quadrangle or Tax Map is acceptable).

\_\_\_\_\_ The boundary lines of the area being subdivided with the distance and bearings and the legal description of the property.

\_\_\_\_\_ The lines of all proposed streets with their widths and names. All street names must have the written approval of the 911 coordinator.

\_\_\_\_\_ The outline of any portions of the property intended to be dedicated for public use, such as for schools, parks, etc.

\_\_\_\_\_ The lines of adjoining streets with their widths and names.

\_\_\_\_\_ All lot lines together with the identification system for all lots and blocks, the square foot area of each lot, net usable acreage (less jurisdictional areas), and the minimum finish floor elevation. The lot number within a subdivision shall be assigned counter-clockwise from the northeast corner and shall follow in a logical numerical order within a particular block, unless assignment of a different numbering system would be more logical and better serve a public purpose as may be approved by the public works director.

\_\_\_\_\_ The location of all setback lines and easements provided for public use, service, utilities or drainage.

\_\_\_\_\_ All dimensions both linear and angular for locating the boundaries of the subdivision, lots, streets, easements, and any other areas for public use or private use. Linear dimensions are to be given to the nearest one-one hundredth (1/100) of a foot. Closure shall be shown on the plat.

\_\_\_\_\_ The radii, arcs, chords, chord bearings, points of tangencies and central angles for curved streets and rounded block corners, per section 177.091, Florida Statutes.

\_\_\_\_\_ The location of all survey monuments, permanent points and azimuth marks with their descriptions.

\_\_\_\_\_ The name of the subdivision, the scale of the plat, points of the compass and the name of the owner and owners of the subdivision.

\_\_\_\_\_ Certification of a currently registered surveyor of the State of Florida as to the correct representation of the plat per section 177.061, Florida Statutes. (include seal).

\_\_\_\_\_ Private restrictions and trusteeships and their period of existence.

\_\_\_\_\_ Acknowledgment of the owner and owners to the plat and restrictions, including dedication to public use of all streets and parks, alleys, easements, rights-of-way and public areas shown on such plat, the dedication of or granting of easements required, and a statement that all streets are paved and drained, or will be paved and drained, before any lots are sold.

\_\_\_\_\_ All flood hazard zones as established by the FEMA Flood Insurance Rate Maps.

\_\_\_\_\_ All wetland jurisdictional areas as required by Chapter 62-340 F.A.C., with applicable wording in notes, include who determined the wetland jurisdictional areas and by what authority they were determined, and the date of determination.

\_\_\_\_\_ Present zoning district(s) in which the property is located.

\_\_\_\_\_ The location of permanent benchmarks which shall be provided at convenient points with elevations indicated.

**Signature Blocks/Certifications to be shown on Plat:**

\_\_\_\_\_ Adoption/Dedication Clause – Owner and Mortgage, if applicable

\_\_\_\_\_ Notary Public or other Officer authorized by law to take acknowledgements as to the Certification of the acknowledgements by the Owner and Mortgage, if applicable (*Note: be sure to include Notary Seal*).

\_\_\_\_\_ County Health Certification of Approval

- \_\_\_\_\_ Director of Engineering Services Certification of Approval
- \_\_\_\_\_ Chief of the Fire Rescue Department Certification of Approval
- \_\_\_\_\_ County Planner Certification of Approval
- \_\_\_\_\_ Tax Collector Certification of Approval (Note: Property Identification Number [PIN] must be placed in this Certification)
- \_\_\_\_\_ County Attorney Certification of Approval
- \_\_\_\_\_ Chairman of the Board of County Commissioners Certification of Approval
- \_\_\_\_\_ Clerk of Court Certification of Approval and of Recording
- \_\_\_\_\_ Statement of Clear Title signed by Title Company Representative

\_\_\_\_\_ **School Impact Analysis:**

The School Impact Analysis must indicate the location of the development, number of dwelling units and unit type, a phasing schedule (if applicable) and age restrictions for occupancy (if any).

\_\_\_\_\_ **Wetlands Statement:**

Subdivision plats with no jurisdictional wetlands on site shall include a statement that:

*“There are no jurisdictional wetlands present on lands described in caption as determined by \_\_\_\_\_ (name of individual) from \_\_\_\_\_ (name of firm) on \_\_\_\_\_ (date).”*

\_\_\_\_\_ **Wetlands Buffer Statement:**

If applicable, all plats shall include the following language; "Upland buffers shall be maintained in their natural vegetated condition. Native vegetation removed or destroyed within the upland buffer in violation of Nassau County Comprehensive Plan Policy 1.04A.02 shall be restored. These areas shall be replanted with comparable native vegetative species as were removed or destroyed. Noxious and non-native invasive plant materials can be removed. Dead vegetation can be removed. Limbing can occur within the buffers, provided that the limbs to be removed are less than three (3) inches in diameter." (Sec.37.03(C) LDC)

\_\_\_\_\_ **Conservation Easement:**

Where the upland buffer is, or will be, subject to a conservation easement, the plat will identify such conservation easement and indicate it has that meaning prescribed by § 704.06, F.S. (Sec. 37.03(C) LDC)

\_\_\_\_\_ **Wetland Buffer Table:**

If applicable, the wetland buffer shall be depicted on all site plans, development plans, plats and other documents submitted to authorize the review for development. A table demonstrating the provision of wetland buffers shall be included on all development plans. The format for such table shall be as follows: (see Sec 37.03 LDC for additional information)

Required Area at 25'(SF)	Provided Area (SF)	Provided Average Buffer
###	###	###

\_\_\_\_\_ **Hurricane Statement:**

Subdivision plats located within areas of potential storm surge inundation shall include a statement that: *“The area as depicted herein is subject to storm surge inundation during a Category (fill in 1, 2, 3, 4, or 5) hurricane.”*

\_\_\_\_\_ **Construction of Roads and Driveways:**

The applicant shall be responsible for the construction and paving of all roads and driveways to meet current County standards.

\_\_\_\_\_ **Land Development Code:**

The applicant shall be responsible for familiarizing themselves with all requirements of the Nassau County Land Development Code (especially Zoning regulations and Natural Resource Protection regulations [Article 37])

\_\_\_\_\_ **Rights-of-Way Dedication Language:**

All alleys, easements, rights-of-way (\_\_\_\_\_), and public areas shown on this plat are dedicated to the public for the uses and purposes thereon stated and remains the maintenance obligation of the owner or responsible property owners’ association. Nothing herein shall be construed as creating an obligation upon Nassau County to perform any act of construction or maintenance within such dedicated areas.

**Review of the Comprehensive Plan:**

Please review the policies of the Nassau County Comprehensive Plan that may apply to your application. A partial listing of the most pertinent policies is included below:

\_\_\_\_\_ **Flood Plain Construction [Policy FL.02.01]** Development within the 100 year flood plain may develop as allowed by the underlying Future Land Use Map (FLUM) category unless otherwise restricted by the policies of this Comprehensive Plan and the County’s Flood Plain Ordinance. Nassau County shall include controls in its Land Development Regulations based upon the latest version of the Flood Insurance Rate Maps promulgated by FEMA to establish the location of the 100-year floodplain and flood prone areas in Nassau County. The Land Development Code (LDC), shall require new construction in these areas to meet FEMA regulations. County policy will be to control development in flood prone areas to match FEMA requirements to qualify for Community Rating System.

\_\_\_\_\_ **Flood Plain Open Space Ratio [Policy FL.02.01(A)].** The required open space for residential land use located within a 100 year floodplain shall be 60% of the gross parcel.

\_\_\_\_\_ **Wetland Buffers [Policies CS.02.08, FL.04.01 Section 37.03 LDC].** minimum undisturbed natural vegetative upland buffer of twenty-five (25) feet shall be required and maintained between developed areas and contiguous (i.e., non-isolated) wetlands to protect the water quality of the wetlands. The twenty-five (25) feet shall be measured from the St. Johns River Water Management District or Florida Department of Environmental Protection wetland jurisdictional line. It is the objective of this requirement that a minimum twenty-five (25) foot upland buffer be established in all areas except for those circumstances where an averaging of the buffer width, because of an unavoidable buffer reduction,

achieves a greater overall upland buffer width. In no instance shall the upland buffer be less than fifteen (15) feet, except for those areas adjacent to unavoidable wetland impacts such as road crossings.

The buffering requirements stipulated above shall only apply to projects for which a permit is not required by the St. Johns River Water Management District (SJRWMD). Projects which do require such permitting shall reflect the buffers approved by SJRWMD upon submittal of development plans for county approval.

\_\_\_\_\_ **Vegetated Oak Hammock and Dune Interface Areas (Policy CEV.01.02).** Vegetated area shall not be destroyed beyond 30' outside of the immediate building area. Any excavation in the primary or secondary dune system shall not reduce existing crest elevations below twenty-six feet (26') mean sea level.

### **Checklist Acknowledgement**

I acknowledge that I have received a copy of the Checklist and have read it and have had the opportunity to ask questions of staff. I, further, understand that my development is subject to the provisions of the adopted Nassau County Comprehensive Plan, as amended.

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Signature of Owner or Agent

Date

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Witness

Date

### **Requirements for Preliminary Plat Approval**

The approval of a Preliminary Plat by the Development Review Committee is limited to a period of twelve (12) months, after which time the sub divider is required to resubmit a new application with all appropriate fees and substantiating documents.

1. Approval of the Development Review Committee (including approved road names by 911 Addressing).
2. St. John's River Water Management District Permit, written Letter of Determination or Exemption from Permit. – If available ref. §125.022 F.S. (2016)
3. Applicant is to provide a copy of FDOT permit, when received, to the Development Review Coordinator to complete the file. ref. §125.022 F.S. (2016)
4. School Concurrency Reservation Letter or Exemption per Section 9.13 of the Interlocal Agreement.
5. Park/Recreation requirements addressed as required (if applicable).
6. Water/waste water utility provider proof of submittal and review statement (development's utilizing public water and sewer)

## **Requirements for Final Plat Approval**

### **For recording purposes only, by the Board of County Commissioners.**

1. Approved Preliminary Plat
2. Re-Certification of Plat (Re-Certification will be done by an independent surveyor through Nassau County.
  - a. Two (2) sets of Plat
  - b. Two (2) copies of the Boundary Survey
  - c. Re-Certification fees based on surveyor cost per plat page – check made payable to Nassau County Board of County Commissioners
3. A Title Abstract supplied to the Development Review Coordinator for submittal to the Court Attorney for review and approval. The Title Abstract shall be prepared within thirty (30) days of the scheduled Nassau County Board of County Commissioners meeting where plat approval will be heard for recording purposes only.
4. The original Mylar of the proposed Plat, signed and certified by the owner/owners and surveyor, must be submitted to the Development Review Coordinator.
5. Submit five (5) copies of reduced plat (11" x 17") to the Development Review Coordinator.
6. Completed Notice of Subdivision form.
7. Nassau County Clerk of Courts recording fees, submitted to the Development Review Coordinator – check made payable to Nassau County Clerk of Courts.
8. Computer Media/GIS data – Digital rendering of the plat. See below.

## **ORDINANCE 2000-40 APPENDIX "A"**

### **Minimum Plat Requirements for Surveying Accuracy**

#### **Datums:**

Horizontal Datum: NAD 83 (1990 ADJUSTMENT) (*Note: All coordinates to be State Plane, Florida East, U S Survey Feet and in Northing and Easting Format*)

Vertical Datum: NAVD 88 or NGVD 1929 in U S Survey Feet with the Datum Shift Noted (88-29=???).

#### **Horizontal Point:**

Establish a permanent point and azimuth mark, using survey standard monumentation, visible from each other and a minimum of 1500' to a maximum of 3000' apart. The accuracy of said points will meet one of the following criteria:

1. Surveying by conventional means between two or more established Control Points (State Plane FLE) the new permanent point and azimuth mark will meet a Second Order Class II (1:20,000) closure.

2. Surveying by Global Positioning System, between a minimum of three established GPS Control Points all in the same adjustment, the new point and azimuth mark will meet a positional tolerance.

Constant Error (m)	Proportional Error	#Occupations of each PT.
0.030	1/50000	2

**Vertical Point:**

Establish a permanent benchmark on the permanent point, using survey standard monumentation. The accuracy of the Bench Level Run will be Third Order and meet the following criteria: \* Required Accuracy of Level Lines – in miles (0.05' X Square Root of Miles)  
*(Note: If the base point is not part of the boundary a point on the boundary must meet this same horizontal and vertical criteria)*

**Submittal – Construction and Plat Drawings:**

All information on plat and construction drawings are to be submitted on a 1.5 IBM compatible floppy disc or CD ROM in AUTO CAD format (.dxf) 13 or later, or in ARC/INFO coverage. All data files should be documented on data source, methodology and standard date information, i.e. read-me file.

All information on base point and azimuth point, including ties to points, will be provided on separate data sheets.

## OWNER'S AUTHORIZATION FOR AGENT

\_\_\_\_\_ is hereby authorized TO ACT ON BEHALF OF

\_\_\_\_\_, the owner(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to Nassau County, Florida, for an application pursuant to a:

- |  |  |
|--|--|
| <input type="checkbox"/> Rezoning/Modification | <input type="checkbox"/> Conditional Use               |
| <input type="checkbox"/> Variance              | <input type="checkbox"/> Preliminary Binding Site Plan |
| <input checked="" type="checkbox"/> Plat       |  |

BY:

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

State of Florida  
County of \_\_\_\_\_

Signed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_

Identification verified: \_\_\_\_\_

Oath sworn: \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Notary Signature

My Commission expires: \_\_\_\_\_