Application Number _____

Note Amendment Submission Requirements Checklist

Plat Name: _____

Completed Application Form	
☐	Narrative clearly describing proposed changes. Be sure to include current note for entire plat and proposed note for entire plat.
☐	List of existing uses within the plat along with the gross square footage of each use.
☐	If proposing a residential development, an accepted Public School Impact Application must be received by our office from the School Board.
☐	Letter of approval from the applicable municipality, dated within (6) months of submittal, specifically stating the precise note language. If the property is located within a Development of Regional Impact (DRI), the letter shall also indicate if the proposed note is consistent with the approved DRI Development Order.
☐	A valid pre-application approval letter from the Florida Department of Transportation, if applicable.
☐	Signed and sealed sketch and legal description for any new parcel or tract created by the application.
☐	Recorded or approved plat.
☐	Agreement and Title Opinion for staff review (contact staff for more information).
☐	Proposed signed and sealed Site Plan.
☐	Other items listed on the plat application as required documentation:

Sketch and Legal Descriptions	
☐	2 copies.
☐	Current (field work within 6 months).
☐	Signed and sealed.

Site Plan	
☐	2 copies.
☐	Scale no smaller than 1” = 100’.
☐	The location of the centerline of all proposed access locations on all public rights-of-way abutting the plat.
☐	Number and direction of lanes proposed for each driveway or roadway access location.

For applications proposing industrial use(s) – Supplemental requirement
☐ Proposed industrial plat notes which abut residential land use categories or are separated from a residential land use plan category by rights-of-way, easements, canals or lakes with a width of 100 feet or less must submit written documentation from the municipality stating how the City will address compatibility between the proposed industrial use(s) and the residential land use plan category. Industrial uses include manufacturing, assembly, processing, indoor and outside storage, warehouse, distribution, excavation and landfills. Residential land use plan categories include all residentially named categories plus Agricultural, Rural Ranches, Rural Estates, TOC, TOD, RAC and LAC. Please consult with Urban Planning Division staff if you have any questions.

PDF copy of all documents
☐ CD, flash drive, etc.

Reviewed By: _____ **Date:** _____