



**CITY OF COCOA BEACH**  
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**APPLICATION FOR SUBDIVISION PROCEDURE**  
**CHAPTER IV, ARTICLE II**

Preliminary Plat (710)  Final Plat (750)

Case# \_\_\_\_\_ Date \_\_\_\_\_

**Applicant Information: (Please Print or Type)**

**NOTE: Six (6) copies required, unless otherwise noted.**

“CBC” indicates Cocoa Beach Code. “LDC” indicates Land Development Code.

**Applicant/Agent and Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Business Fax:** \_\_\_\_\_

**Owner Name, Address, Phone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ [Recommended]

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_ **Future Land Use:** \_\_\_\_\_

**Required Application Documents: Proof of Ownership** \_\_\_\_\_ **Notarized Authorization** \_\_\_\_\_

**Preliminary Plat Fee: \$** \_\_\_\_\_ **(\$750.00 plus any required advertising fees)**

**Final Plat Fee: \$** \_\_\_\_\_ **(\$750.00, Reference Chapter IV, Section 4-17)**

This application was prepared and approved with the full knowledge and consent of the undersigned (Owner) \_\_\_\_\_, and is a full and complete representation of the proposed actions/development of the subject property. The Owner authorizes the agent (Agent) \_\_\_\_\_ to pursue this request for zoning and/or building/planning review. The Owner further authorizes City Staff, as necessary, reasonable right of entry to the subject premises, for review purposes, based upon this application.

**Date** \_\_\_\_\_ **Signature of Owner** \_\_\_\_\_

Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,

Personally known \_\_\_\_\_, or produced identification \_\_\_\_\_

Signature of Notary: \_\_\_\_\_

# APPLICATION CHECKLIST

## SUBMITTAL DOCUMENTS:

### **LDC CHAPTER IV, ARTICLE II, Section 4-16 – Major Subdivision Preliminary Plat**

- \_\_\_\_\_ Three (3) paper copies and one (1) electronic copy in PDF format copy of the proposed subdivision prepared in accordance with the design standards and in addition, five copies of required exhibits.
- \_\_\_\_\_ 2 signed statements describing the proposed use of the land, and a draft of the protective covenants to be applied to the subdivision.
- \_\_\_\_\_ 6 Copies of Application
- \_\_\_\_\_ 1 Copy Proof of Ownership
- \_\_\_\_\_ Three (3) paper copies and one (1) electronic copy in PDF format of a topographic data map.
- \_\_\_\_\_ Three (3) paper copies and one (1) electronic copy in PDF format of the vicinity map.
- \_\_\_\_\_ Three (3) paper copies and one (1) electronic copy in PDF format of the preliminary construction plans.
- \_\_\_\_\_ Three (3) paper copies and one (1) electronic copy in PDF format of the hydrological engineering report (or explanation if N/A).

## **REQUIRED INFORMATION FOR PRELIMINARY PLAT**

Submission of a preliminary plat shall be a prerequisite to the development of any subdivision.

The preliminary plat shall be submitted before the final plat.

### **LDC CHAPTER IV, ARTICLE II, Section 4-16**

Submission of a preliminary plat shall be required for the development of any subdivision, and it shall be submitted and approved prior to submittal of the final plat.

A. *Procedure.* The procedure for obtaining preliminary plat approval is as follows:

1. The applicant shall submit the preliminary plat, and any required supporting documentation to the Administrator for review by the DRC in accordance with Sections 4-01 and 4-02 above.
2. The applicant shall also submit the required subdivision application and advertising fees as set by resolution from time to time by the City Commission before any reviews can begin.
3. Upon receipt of a Sufficient Application and all requisite fees due the City, the DRC shall review and comment on the preliminary plat, and create any needed reports and the case briefing for review by the Planning Board and City Commission, in accordance with Section 4-04 above.
4. The Planning Board shall review the preliminary plat and required exhibits to determine its conformity with the Comprehensive Plan and these regulations in accordance with Section 4-05 above.

## **APPLICATION CHECKLIST (continued)**

5. The City Commission shall approve, approve subject to conditions, or disapprove the preliminary plat in accordance with Section 4-06 above.
6. Approval of the preliminary plat shall authorize the applicant to prepare the final plat for submission and review and approval from the DRC, the Planning Board and the City Commission. No construction may commence and no lots may be addressed or sold prior to final City Commission approval of the final plat, in accordance with Sections 4-17 and 4-18 below.

**B. *Required exhibits.***

1. A preliminary plat drawn by a registered professional engineer showing graphically or by notes:
  - a. Boundaries of tract shown with bearings, distances, closures and bulkhead lines.
  - b. Lot lines and block numbers; easement locations, including their widths and purpose (existing easements must provide recorded book and page number from the official County records): Location, width and depth of canals and waterways; names of adjoining subdivisions and/or property owners; zoning classification, both on the land to be developed and on adjoining lands; proposed streets, street names, rights-of-way, pavement widths, buildings or other proposed structures, and topographical information; the location or layout of proposed utilities showing connections to existing systems; proposed parks, school sites, or other public open spaces; title, date, true north point, two (2) established survey monuments and graphic scale; name of owner, surveyor, engineer or land planner.
  - c. All other proposed land uses.
  - d. Acreage in total tract; acreage in public or other land usage; average lot size; total number of lots; lineal feet in streets.
2. A topographic data map drawn by a registered surveyor and/or registered professional engineer showing:
  - a. The location of existing property lines, streets, buildings, utilities (water, sewer, electric, gas, cable, etc.), stormwater infrastructure, City boundaries and easements.
  - b. Wooded areas, marshes, and any other physical conditions affecting the site.
  - c. Elevation contours with a minimum contour interval of one (1) foot.
3. Vicinity map showing relationship between area proposed for development and surrounding area.
4. Preliminary plans showing:
  - a. Existing ground surfaces and proposed elevations of the development.
  - b. Typical cross sections of proposed grading, roadways, sidewalks and bicycle paths.
  - c. Preliminary layout of water distribution, sanitary and storm water sewers with grades and sizes indicated.
5. If any clearing, dredging or filling operation is to be conducted, an environmental assessment prepared by a qualified engineer must be provided to determine the potential impact to the existing ecosystem. This requirement may be waived by the City Commission based upon recommendations from Staff and the Planning Board.

## APPLICATION CHECKLIST (continued)

### REQUIRED INFORMATION FOR FINAL PLAT

#### LDC CHAPTER IV, ARTICLE II, Section 4-17

A final plat shall be submitted, which shall be approved by the City Commission, and recorded by the Clerk of the Circuit Court in Brevard County before any lot can be addressed by E-911 Addressing and sold, any street can be accepted and maintained by the City, and any Building Permit can be issued for construction of any building or structure within the subdivision.

A. *Procedure.* The procedure for obtaining final plat approval is as follows:

1. Within one (1) year of approval of the preliminary plat, the applicant shall submit the final plat, and all required supporting documentation to the Administrator for review by the DRC in accordance with Sections 4-01 and 4-02 above, and for review by the Planning Board in accordance with Section 4-05 above. The applicant shall also submit an original mylar copy with the appropriate signature block, one electronic copy in PDF format, one (1) reproducible copy and three (3) black or blue-line prints of the final plat. Failure to comply within one (1) year shall, of itself, result in revocation of the preliminary plat approval unless a time extension is granted by the City Commission upon written request by the applicant.
2. With submission of the final plat the applicant shall also submit a fee equal to two percent (2%) of the total estimated construction costs of development to the City Finance Director. This fee covers the City's Staff expenses for the required reviews and administration throughout the development of the subdivision. The final plat shall be properly signed and executed by the applicant and/or his agents as required for recording by the Clerk of the Circuit Court of Brevard County.
3. Before acting on the final plat, the City Commission shall receive written reports from the Administrator and/or City Engineer certifying compliance with, or noting any deviations from, the approved preliminary plat and the requirements of these regulations.
4. The City Commission shall approve, approve subject to conditions, or disapprove the final plat in accordance with Section 4-06 above.
5. Action of the City Commission shall be noted on the original mylar, the reproducible copy and on the three (3) prints of the final plat. The original mylar shall be retained by the City for the purpose of recording with the clerk of the circuit court of Brevard County, and the one (1) reproducible copy and three (3) prints will be retained by the City for administrative records. All fees and documents required by the Clerk of the Circuit Court of Brevard County for the filing and recording of approved final plats shall be deposited by the applicant with the City Clerk when final approval is received.
6. After final approval of the final plat has been granted by the City Commission, and after said final plat has been properly recorded with Brevard County, where all lot addressing will be done by Brevard County E-911 Addressing, said lots may then be sold, and construction may commence upon any buildings or structures within the subdivision in accordance with all Building Permit(s) issued and all City Codes, as approved by the Chief Building Official.

B. *Required exhibits.*

1. The final plat shall be drawn to meet all of the minimum requirements defined in Section 4-16, subsection (B) above for preliminary plats, as well as meeting all the platting requirements of Brevard County, and shall conform substantially to the preliminary plat as approved. The final plat shall constitute only that portion of the approved preliminary plat which the developer proposes to record and develop at the time; provided, however, that such portion conforms to all requirements of this Article. The final plat shall be prepared by a surveyor and/or engineer, who shall be qualified by law to prepare plats for recording in the public records of Brevard County, Florida. Any certificates as required by Florida Statutes Chapter 177 shall also be submitted at this time.
2. A maintenance warranty bond, executed by approved corporate surety company or secured by certified or cashier's check or cash, in the amount of ten (10) percent of the construction cost, as confirmed by the City Engineer, shall accompany the final plat. Such bond shall be for a two (2) year period of time commencing after Certificate of Completion has been issued by the City and shall cover all improvements installed by the developer.
3. A performance bond shall be submitted which is acceptable to the City in the amount of one hundred twenty (120) percent of the construction costs for site improvements such as, sidewalks, curb and gutter and other stormwater works, streets and landscaping to guarantee the installation of these improvements. The bond instrument may provide for partial releases proportionate to the work completed from time to time, but the amount to be released shall be confirmed by the City Engineer and Administrator.
4. If any land is being deeded over to the City, a Certificate of Title signed by a licensed attorney at law, in form approved by the City Attorney, and showing, among other usual requirements, that all County and City taxes are paid to date.

- C. *Application of cash security; interest thereon.* All amounts given as security in cash or by certified or cashier's check shall, at the option of the City, be deposited in a special account in a commercial bank in an interest-bearing account, or, with the approval of the developer, invested in some other manner. Any interest which may be earned on such security furnished by a developer shall be due and payable to the developer upon satisfaction of the requirements and conditions of the bond.