



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

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:** \$ \_\_\_\_\_ (\$1,000 plus any required advertising fees)

**Final Plat Fee:** \$ \_\_\_\_\_ (Reference Chapter V, Section 5-34)

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 V, ARTICLE IV, Section 5-33 – Preliminary Plat**

**(At least 15 days prior to a regularly scheduled meeting of the Planning Board)**

- \_\_\_ 6 black or blueline prints and 1 reproducible 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
- \_\_\_ 7 black or blueline prints of a topographic data map.
- \_\_\_ 7 black or blueline prints of the vicinity map.
- \_\_\_ 7 black or blueline prints of the preliminary construction plans.
- \_\_\_ 7 black or blueline prints 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 V, ARTICLE IV, Section 5-33**

1. A preliminary plat drawn at a scale of one hundred (100) feet to one (1) inch by a registered surveyor and/or by a registered professional engineer showing graphically or by notes:
  - a. Boundaries of tract shown with bearings, distances, closures and bulkhead lines.
  - b. 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, and approximate grades; the location or layout of proposed utilities showing connections to existing systems if not shown on supplemental exhibits; other proposed rights-of-way or easements, their locations, widths and purposes; proposed lot lines, lot and block numbers, and approximate dimensions; proposed parks, school sites, or other public open spaces; title, date, true north point, 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.

## **APPLICATION CHECKLIST (continued)**

2. A topographic data map drawn at a scale of one hundred (100) feet to one (1) inch by a registered surveyor and/or registered professional engineer showing:
  - a. The location of existing property lines, streets, buildings, watercourses, transmission lines, sewers, bridges, culverts and drainpipes, water mains, city limit lines and any public utility easements.
  - b. Wooded areas, marshes, and any other physical conditions affecting the site.
  - c. Contours based on U.S. Coast and Geodetic datum with a 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 elevation of area proposed for 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 dredging or filling operation is to be conducted in development of the area, reports by a qualified hydrological engineer and by a marine biologist evidencing to what extent, if any, the proposed development will create water stagnation or cause debris accumulation or disrupt the ecology of the surrounding water areas; provided, however, that the city commission, following a recommendation by the planning board, when the necessity for reports does not appear, may waive this requirement.

## APPLICATION CHECKLIST (continued)

### REQUIRED INFORMATION FOR FINAL PLAT

#### LDC CHAPTER V, ARTICLE IV, Section 5-34

Exhibits (1) through (6), conforming to the requirements hereinafter set forth, shall be provided by the developer.

1. The final plat shall be drawn on linen with India ink at the scale of one hundred (100) feet to the inch, 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, and shall show the following information:
  - a. The lines and names of all streets and roads.
  - b. Lot lines and lot and block numbers.
  - c. Location, width and depth of canals and waterways.
  - d. Reservations, easements, alleys and any areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and any limitations.
  - e. Sufficient data to determine readily and to reproduce on the ground the location, bearing and length of every street line, lot line, boundary line (with error of closure), block line and building line, whether curved or straight, adequately correlated with monuments and markers required to be installed in accordance with Section 5-37.
  - f. The radius, central angle, point of tangent, tangent distance and arcs and chords of all curved streets and curved property lines.
  - g. A legal description of the subdivision boundaries with bearings and distances and with a reference to a subdivision corner tie as set forth in Section 5-37.
  - h. All dimensions should be to the nearest one-hundredth (1/100) of a foot and angles to the nearest second of a degree.
  - i. True north point and accurate location and descriptions of all monuments and markers.
  - j. The names and locations of adjoining subdivisions and streets, and the location and ownership of adjoining unsubdivided property.
  - k. Title, date, name and location of subdivision and graphic scale.
  - l. Certificates as required by Chapter 177, Florida Statutes, of owner, showing dedication; of surveyor or engineer confirming correctness; of city's approval; and of planning and zoning board's approval.
  - m. A certificate of consent and approval by mortgagee.

## **APPLICATION CHECKLIST (continued)**

2. Engineering drawings of the following utility systems and improvements:
  - a. Water.
  - b. Sanitary sewer.
  - c. Storm sewer.
  - d. Bulkheads.
  - e. Sidewalks and bicycle paths.
  - f. Streets.
  - g. Composite utility map showing location of all utilities.
  
3. 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) per cent of the construction cost, as determined by the city engineer, shall accompany the final plat for final review by the city commission. 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.
  
4. At the option of the developer, sidewalks and landscaping required to be installed may be postponed beyond final plat approval, by the developer providing a performance bond acceptable to the city in the amount of one hundred twenty (120) per cent of the construction costs for such sidewalks and landscaping to guarantee the installation of these improvements. The performance bond shall be executed by an approved corporate surety company or secured by a mortgage on real estate acceptable to the city commission, or by cashier's check or cash. 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 determined by the city engineer, subject to the approval of the city commission.
  
5. Protective deed covenants in a form suitable for recording.
  
6. 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. In any case in which fee simple title cannot be certified, the city may accept certificate as to a lesser estate or interest.