



**Planning, Zoning & Building Department (941) 316-1966**  
**501 Bay Isles Road**  
**Longboat Key, Florida 34228**  
**Fax Number (941) 316-1970**  
**Web: <http://www.longboatkey.org>**

## APPLICATION FOR SUBDIVISION

APPLICANT IS REQUIRED TO SUBMIT FIVE (5) INDIVIDUAL, COLLATED SETS FOR DEVELOPMENT REVIEW. ONCE DEEMED COMPLETE, APPLICANT IS REQUIRED TO SUBMIT EIGHT (8) INDIVIDUAL, COLLATED SETS (ONE BEING AN ORIGINAL) OF THE APPLICATION, SUPPORTING PLANS AND DOCUMENTS FOR PLANNING AND ZONING BOARD REVIEW. ADDITIONAL SETS WILL BE REQUIRED WHEN FORWARDED FOR TOWN COMMISSION REVIEW. ALL SITE PLANS SHOULD BE FOLDED. ALL MATERIALS SHOULD BE IN SETS, EITHER RUBBER BANDED OR PAPER CLIPPED.

**APPLICANT IS ALSO REQUIRED TO SUBMIT APPLICATION, SUPPORTING PLANS AND DOCUMENTS IN DIGITAL FORMAT**

*The undersigned hereby applies for Subdivision Approval and submits the following information in connection therewith:*

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Telephone 2: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Telephone 2: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Engineer/Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Telephone 2: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Subdivision Location: \_\_\_\_\_

Subdivision Current Name: \_\_\_\_\_

Subdivision Proposed Name (if changing) \*: \_\_\_\_\_

Section No.: \_\_\_\_\_ Acreage: \_\_\_\_\_ No. Lots: \_\_\_\_\_

Average Lot Area: \_\_\_\_\_ Average Road Frontage per Lot: \_\_\_\_\_

**\* PLEASE VERIFY PROPOSED NAME COMPLIES WITH SECTION 157.16 (C) OF THE SUBDIVISION REGULATIONS.**

**PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY:**

1. Is construction and development contemplated in the near future: \_\_\_ yes \_\_\_ no (if yes, when? \_\_\_\_\_)
2. Approximate price range of houses contemplated? \_\_\_\_\_
3. Improvements to be installed by subdivider (list): \_\_\_\_\_  
\_\_\_\_\_
4. What lands will be offered for dedication? \_\_\_\_\_  
\_\_\_\_\_
5. What lots are to be used for what uses other than single-family residential? \_\_\_\_\_  
\_\_\_\_\_
6. State type and location of water supply: \_\_\_\_\_
7. State type and location of sanitary waste disposal system: \_\_\_\_\_
8. Local zoning designation and current land use: \_\_\_\_\_
9. Subdivision regulation minimums: Lot Area: \_\_\_\_\_ Width Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_
10. Minimum setbacks for zoning: Street: \_\_\_\_\_ Sides: \_\_\_\_\_ Rear: \_\_\_\_\_ Water: \_\_\_\_\_ Other: \_\_\_\_\_

*In addition to the preliminary plat, a boundary survey, and title opinion are required. Fees and plans showing all public improvements shall be submitted with this application. Any additional plans or information required by the Public Works Department shall be submitted promptly. The undersigned agrees to comply with all requirements of the Town of Longboat Key Subdivision Ordinance No. 74-27, as amended, and further agrees to execute contract, submit required bonds within the stipulated time limit, and obtain all necessary permits in connection with the subject subdivision. Prior to recording, ALL plats shall be subject to review for compliance with Chapter 177, F.S., by an independent surveyor, the costs of which shall be borne by the applicant.*

LIST OF NAMES AND ADDRESSES OF ALL OWNERS OF PROPERTY WITHIN A DISTANCE OF 500 FEET FROM THE OUTSIDE EDGES OF THE PROPERTY INVOLVED WILL BE PROVIDED BY THE TOWN TO THE APPLICANT FOR CERTIFIED MAILING.

Signed: \_\_\_\_\_  
Applicant (if signed by agent, an owner affidavit required)

Revised 5/9/2017

<b>FOR STAFF USE ONLY</b>
Application Fee: \$ <u>1000.00</u> deposit* _____ Receipt # _____ (Application fee will be deducted from deposit)
Application and Plans Accepted By: _____ Date: _____
File Code/Number: _____
<i>*Deposit required at time of formal submission</i>

At the conclusion of your plan review by the Town, you will be billed for additional staff time, Town Attorney cost, cost of advertising, and any other miscellaneous costs incurred with the processing of your application(s). Costs will be deducted from initial deposit. If costs exceed the initial deposit, you will be billed for the remaining costs incurred; or you will be refunded the unused portion of the deposit.