

Subdivision of Land – Site Condominium Application

Site Condo No: _____ Date: _____ Received by: _____

REQUIREMENTS FOR APPLICATION SUBMITTAL

TENTATIVE APPROVAL OF PRELIMINARY PLAN REQUIREMENTS FOR SUBMITTAL (City Code Chapter 27, Section 27-38)		Planning Office Use (<input type="checkbox"/>)
1.	Proof of Ownership: Title Insurance or Purchase Agreement	
2.	Eight (8) copies of Preliminary Plan & One (1) electronic copy sent by email to: ckettler@fhgov.com.	
3.	Fifteen (15) reduced 11" x 17" copies of Plan	
4.	Three (3) copies of Tree Survey	
5.	Two (2) copies of Tree Survey Superimposed on Plan	
6.	Eight (8) copies of Open Space Plan (if applicable), & Fifteen (11 x 17)	
7.	One Cost Estimate for Open Space Plan (if applicable)	
8.	Application Fee: \$	

SITE CHARACTERISTICS

Name of Subdivision: _____

Parcel #: 23- _____

Location of Parcel: _____

Parcel Size: _____ No. of Lots: _____

Zoning District: _____

Conventional Plan: _____

Open Space Plan: _____

THE PROPERTY IS OWNED BY:

Owner: _____ e-Mail: _____

Address: _____ City/State: _____

Phone: _____ Zip: _____ Fax: _____

Owner's Signature: _____ Print name: _____

APPLICANT:

Name: _____ e-Mail: _____

Address: _____ City/State: _____

Phone: _____ ZIP: _____ Fax: _____

Applicant's Signature: _____ Print name: _____

TENTATIVE APPROVAL BY PLANNING COMMISSION:

DATE APPROVED: _____ DENIED: _____

PLAN # _____ Date Received: _____ Received by: _____

FINAL APPROVAL OF PRELIMINARY PLAN REQUIREMENTS FOR SUBMITTAL (City Code Chapter 27, Section 27-39)		Planning Office Use (<input type="checkbox"/>)
1.	Letter to Director of Planning & Community Development requesting to be placed on City Council Agenda.	
2.	Six (6) copies of revised Preliminary Plan (if revised) Fifteen (15) (11 x 17) One (1) electronic copy sent by email to: egardiner@fhgov.com .	
3.	Two (2) copies of Superimposed Tree Survey (if revised).	
4.	Six (6) copies of revised Open Space Plan (if revised) , Fifteen (15) (11 x 17)	
5.	One (1) Cost Estimate for Open Space Plan (if revised).	
6.	Approval of Required Authorities to be submitted to Planning Office:	
	(a) County Water Resource Commission	
	(b) County Road Commission	
	(c) County Health Department	

FINAL PRELIMINARY PLAN APPROVAL BY CITY COUNCIL:

DATE APPROVED: _____ DENIED: _____

FINAL PLAN APPROVAL REQUIREMENTS FOR SUBMITTAL (City Code Chapter 27, Section 27-40)		Planning Office Use (<input type="checkbox"/>)
1.	Letter to City Clerk requesting to be placed on City Council Agenda.	
2.	One (1) copy of Mylar of the Final Plan.	
3.	Four (4) paper copies of Final Plan One (1) electronic copy sent by email to: egardiner@fhgov.com .	
4.	Route sheet of Government Agency approvals.	
5.	Letter of approval from City Attorney.	
6.	Letter of approval from Engineering.	
7.	Mylar fee: \$ _____ -	
8.	Monuments: \$ _____ see engineering for fee	
9.	Stakes: \$ _____ see engineering for fee	

FINAL PLAN APPROVAL BY CITY COUNCIL:

DATE APPROVED: _____ DENIED: _____