WASHINGTON COUNTY PLANNING DEPARTMENT

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SUBDIVISION REVIEW PROCEDURE

Definition, LDC, Section 6.01.01:

A "Subdivision" is the division of a parcel of land for the purposes of sale, lease, rental, conveyance of title or any use (including cemeteries), regardless of whether by gift, or exchange of currency or other items of value, into two (2) or more parcels where:

1. Any one of which is less than four and a half (4.5) acres in size; or
2. Any one of which is ten (10) acres in size or less, when any new street or roadway is installed (private or public); or
3. A parcel of any size which requires, or is requested by an applicant, to create a dedication of a new street through the platting process; or
4. The division of land into three (3) or more lots, parcels, tracts, tiers, blocks, sites, units, or any other division of land; and includes establishment of new streets, alleys, additions, and resubdivisions; and when appropriate to the context, relates to the process of subdividing or to the lands or area subdivided. As a plan, it is an engineered plan laying out a parcel of raw land into lots, blocks, street, and public areas.

General Provisions: A parcel of land may not be divided into two (2) or more parcels if it is defined as a "subdivision" in accordance with LDC, Section 6.01.01, unless a plat has been filed and approved by the County.

The division of land into parcels, all of which are four and a half (4.5) acres in size or larger, and where the parcels are served by an existing private, County, state, or federal roadway, meeting the roadway improvement standards of the LDC (including paving at the time of division), shall be defined as a "property division" and not required to plat. Property divisions must comply with development plan review requirements in accordance with LDC, Section 10.02.00.

During the 2025 Florida Legislative Session, SB 784 modified the subdivision review process statewide. A plat or replat must be administratively approved and no further action or approval by the governing body of a county or municipality is required if the plat or replat complies with the requirements of s. 177.091. The Board designated, by ordinance, that the Development Administrator serves as an administrative authority to receive, review, and process the plat or replat submittal, including designating an administrative official responsible for approving, approving with conditions, or denying the proposed plat or replat.

Procedure:

1. Pre-application Review:

Following a satisfactory pre-application review, the Planning Department will advise the applicant on submission and development classification, and platting requirements.

2. Preliminary Plat Approval:

a. Applicants should complete a Subdivision Application to request review and approval of a proposed subdivision and include the preliminary platting application fees. Fees are based on the number of lots.

b. Applicants should submit preliminary plat documents and a signed and sealed boundary survey in accordance with LDC Section 10.02.02.

c. Within 5 business days after receipt of a plat or replat submittal, the Development Administrator shall provide written notice to the applicant acknowledging receipt of the plat or replat submittal and identifying any missing documents or information necessary to process the plat or replat submittal for compliance with s.177.091.

- The written notice must also provide information regarding the plat or replat approval process, including requirements regarding the completeness of the process and applicable timeframes for reviewing, approving, and otherwise processing the plat or replat submittal."
- Unless the applicant requests an extension of time, the administrative authority shall approve, approve with conditions, or deny the plat or replat submittal within the timeframe identified in the written notice provided to the applicant...
- If the administrative authority does not approve the plat or replat, it must notify the applicant in writing of the reasons for declining to approve the submittal. The written notice must identify all areas of noncompliance and include specific citations to each requirement the plat or replat submittal fails to meet.
- The administrative authority, or an official, an employee, an agent, or a designee of the governing body, may not request or require the applicant to file a written extension of time.

d. The subdivider shall present sketch plans, data containing existing conditions with the site, and in its vicinity, and provide a proposed layout (with any development) of the subdivision for review.
e. Minor subdivisions, as defined in LDC Section 10.02.03.C., may be reviewed through an abbreviated procedure in which the preliminary and final plat are submitted concurrently.
f. All plats must comply with the requirements of Chapter 177.091, Florida Statutes.
g. Applicants will coordinate with the Planning Department regarding the Development Review Committee (DRC) review of the subdivision application and civil and site plans.

3. Initiation of Physical Improvement Installation:
Upon preliminary approval by the Development Administrator the subdivider shall proceed with final plat review.

4. Final Plat Approval:
Upon completion of the physical development of the subdivision or otherwise satisfying the conditions of LDC Section 10.02.02, the subdivider shall proceed with final plat review and approval.

5. Applicants should complete a Subdivision Application to request review and approval of a proposed subdivision and include the final platting application fees. Fees are based on the number of lots.

6. Submit the Final Plat with signed certifications in accordance with LDC Section 10.02.02.

7. Applicants will coordinate with the Planning Department regarding the Development Review Committee (DRC) review of the subdivision application and civil and site plans.

8. Recording of Final Plat:
Upon approval of the final plat, the subdivider must have the Final Plat recorded in the Office of the Clerk of Circuit Court within sixty (60) days of approval.

9. No changes, erasures, modifications, or revisions shall be made in any subdivision plat after final approval has been given and endorsed in writing on said plat (except for notations with regard to vacations (see Section 6.03.04., LDC)).

10. In the event that any subdivision plat, when recorded, contains any changes, the plat shall be considered null and void, and the Planning Department shall then file a correct plat as approved, noting the reasons for such filing. Any erasures made on a plat prior to its signing shall be intialed and dated by the Development Administrator at the time of signing.

11. Upon application by the subdivider, the Planning Department may make a reasonable extension of the approval provided, however, the Planning Department may require the layout be revised according to any change in regulations or ordinance applicable to the layout subsequent to the first approval.

12. Expiration of an approval shall mean that any further action will require a new filing fee as well as a review of all previous findings. Final plats not recorded within sixty (60) days of the date of approval shall become null and void and a new application shall be required to be submitted to the Planning Department.

APPLICATION FOR SUBDIVISION REVIEW

All applicants which are NOT the property owner, must submit an "Agent Authorization Form" to act on behalf of the property owner.

Applicant Information

Name: _____ Address: _____

Phone: _____ Email: _____

Applicant Type:

☐ Property Owner ☐ Authorized Agent ☐ Contractor

Contractors Only

Company Name: _____ License Number: _____

Business Type: _____

Property Information

Parcel ID(s): _____ Site Address: _____

Owner: _____ Owner Address: _____

Acreage: _____ Land Use Designation: _____

Existing Use: _____ Proposed Use: _____

General Description of Proposed Subdivision

Dedication of Public Improvements

Are public improvements required for dedication to Washington County, Florida?

☐ Yes ☐ No ☐ Unsure

Certification of Compliance with Local, State and Federal Regulations

I, the applicant, hereby certify that I will obtain all required permits, approval and/or exemptions letters and comply with all applicable local, state and federal regulations as may be required prior to the beginning of construction of the proposed development.

_____ _____

Applicant Signature Date

_____

Printed Name

Fees and Security*

☐ Application Fee Enclosed

☐ I understand that all developments are subject to a Security Agreement (see LDC Section 10.02.11.B for requirements) and Deposit in the amount of 110% or more of the project construction cost, as determined by the applicant's engineer or a copy of an executed construction contract, depending on the intensity of the proposed project in accordance with LDC Section 10.02.11. Security requirements may be met by cash deposit, irrevocable letter of credit or surety bond.

_____ _____
Applicant Signature Date

_____
Printed Name

*Special Exceptions may be subject to additional fees and securities. Contact the Planning Department for more information.

Application Certification

I certify that the information provided on this application is true and accurate to the best of my knowledge and belief. I understand that knowingly providing a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be subject to a misdemeanor of the second degree pursuant to Section 837.06, Florida Statutes.

_____ _____
Applicant Signature Date

_____
Printed Name

NOTARY SEAL

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20 ___, by

_____

☐ **Personally Known** **OR** ☐ **Produced Identification** **Type of Identification Produced _____**

_____
Notary Signature

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Final Plat Review Checklist

PLAT NAME: _____

PLANNING DEPARTMENT PERMIT NUMBER: _____

DATE OF PRELIMINARY PLAT APPROVAL: _____

REQUIRED APPLICATION SUBMITTAL MATERIALS:

- A SIGNED AND SEALED COPY OF THE BOUNDARY SURVEY (Must have been signed and sealed by the same firm or surveyor that completed the preliminary plat.)
- A COPY OF THE TITLE OPINION BY A FLORIDA LICENSED ATTORNEY, OR A TITLE COMMITMENT BY AN ABSTRACTOR.
- UP-TO-DATE OPINION OF TITLE, OR PROPERTY INFORMATION REPORT (ADD)

TITLE BLOCK MUST CONTAIN:

- PRIMARY NAME OF PLAT
- NEW PLAT NAME MUST BE UNIQUE TO WASHINGTON COUNTY
- ALL TITLES W/ BLACK TEXT, SAME SIZE & STYLE
- ADDITION(S)/SECTION(S)/UNIT(S)/PHASE(S)
- SECTION, TOWNSHIP, RANGE
- CITY OR TOWN NAME
- WASHINGTON COUNTY, FLORIDA
- FIRM, OR SURVEYOR NAME
- DATE

IF A REPLAT, REPLAT TITLE BLOCK MUST CONTAIN:

- REPLAT NAME
- PREVIOUS PLAT NAME
- UNDERLYING LOT(S), BLOCK(S), AND/OR TRACT(S). DESIGNATION(S), OR PORTION(S) THEREOF, IF NOT REPLATTING THE ENTIRE LOT(S), BLOCKS(S), AND/OR TRACT(S)
- PLAT BOOK AND PAGE OF PREVIOUS PLAT

OWNER'S DEDICATION STATEMENT MUST CONTAIN:

- LEGAL DESCRIPTION
- OWNER(S) NAME
- PRIMARY NAME OF PLAT
- ADDITION(S)/SECTION(S)/UNIT(S)/PHASE(S)
- SUBDIVISION AND/OR REPLAT
- JOINER AND CONSENT OR MORTGAGE HOLDER
- RESOLUTION NUMBER

LEGAL DESCRIPTION MUST CONTAIN:

- FRACTIONAL DESCRIPTION
- METES AND BOUNDS
- POINT OF COMMENCEMENT AND/OR POINT OF BEGINNING
- SECTION, TOWNSHIP, RANGE
- LEGAL DESCRIPTION ON PLAT MATCHES DESCRIPTION ON BOUNDARY SURVEY
- LEGAL DESCRIPTION ON PLAT MATCHES OPINION OR TITLE LEGAL DESCRIPTION
- LEGAL DESCRIPTION CONSISTENT WITH PLAT DRAWING
- ANY ABANDONED OR CLOSED RIGHTS OF WAY OR ROADS

IF A REPLAT, LEGAL DESCRIPTION MUST CONTAIN:

- PREVIOUS PLAT NAME
- UNDERLYING LOT(S), BLOCKS(S), AND/OR TRACT(S), DESIGNATION(S), OR PORTION(S) THEREOF, IF NOT REPLATTING THE ENTIRE LOT(S), BLOCK(S), AND/OR TRACT(S) SHOWN
- PLAT BOOK & PAGE OF PREVIOUS PLAT

LOCATION SKETCH MUST CONTAIN:

- PRIMARY NAME OF PLAT
- FRACTIONAL QUARTER
- SECTION, TOWNSHIP, RANGE
- NORTH ARROW
- FRACTIONAL CORNERS
- LOCATIONS OF PERIMETER STREETS
- GRAPHIC SCALE SHOWN
- CITY OR TOWN LIMITS BOUNDARIES SHOWN
- INDEX OR KEY MAP SHOWN

SURVEYOR'S CERTIFICATION STATEMENT MUST CONTAIN:

- PRIMARY NAME OF PLAT
- FLORIDA STATUTES REFERENCES AND PERMANENT REFERENCE MONUMENT STATEMENT (DATE SET OPTIONAL)
- SURVEYOR'S EMBOSSED, RAISED SEAL AND SIGNATURE
- SURVEYOR NAME, ADDRESS, REGISTRATION, AND LICENSE NUMBER

SURVEYOR'S NOTES MUST CONTAIN:

- BASIS OF BEARINGS
- ANY MINERAL RIGHTS OR OTHER INTERESTS
- NOTICE OF OFFICIAL STATUS OF PLAT, AS REQUIRED BY SECTION 177.091(27), FLORIDA STATUTES
- UTILITY EASEMENT NOTE AS REQUIRED BY SECTION 177.091(26), FLORIDA STATUTES
- LIMITED ACCESS RIGHT-OF-WAY LINE
- DISCLAIMER NOTES
- SEVERABLE USE RIGHTS
- LEGEND CONTAINING ALL ABBREVIATIONS AND SYMBOLS

PLAT MUST CONTAIN:

- GRAPHIC SCALE
- NUMERICAL SCALE
- SHEET NUMBER(S)
- PORTION OF UNDERLYING PLAT(S) INFORMATION (IF A REPLAT)
- ADJACENT PROPERTY STATUS (PLATTED OR UNPLATTED)
- ADJACENT PLAT(S) NAME(S)
- ADJACENT PLAT(S) RECORDING INFORMATION
- ALL BLOCKS NUMBERED OR LETTERED
- ALL LOTS CONSECUTIVELY NUMBERED
- NEWLY-CREATED TRACT LETTER(S), USE, AND ACREAGE SHOWN
- CONTINUATION OF BLOCKS(S), LOT(S), AND/OR TRACT(S) SEQUENCE FROM PREVIOUS ADDITIONS(S)/SECTION(S)/PHASE(S)
- STREET NAMES AND NUMBERS
- STREET WIDTHS
- EXISTING UTILITY EASEMENT(S) FROM UNDERLYING PLAT(S) (IF THEY WILL REMAIN)
- REQUESTED UTILITY EASEMENT(S)
- DRAINAGE EASEMENT(S) FROM UNDERLYING PLAT(S) (IF THEY WILL REMAIN)
- DRAINAGE EASEMENT(S) REQUESTED
- ADJACENT STREET NAMES(S) AND NUMBER(S)
- ADJACENT STREET WIDTH(S)
- ADJACENT BLOCK(S) AND/OR LOT NUMBER(S) AND/OR TRACT(S) LETTER(S)
- ADJACENT BLOCK(S) AND/OR LOT(S) AND/OR TRACT(S) WIDTH(S)
- ALL DISTANCES SHOWN TO THE HUNDREDTH DECIMAL PLACE
- BEARINGS SHOWN FOR ALL LINES (C/LS, LOT LINES, RIGHTS-OF-WAY LINES, ETC.)
- ALL PERMANENT REFERENCE MONUMENTS SHOWN (NOT MORE THAN 1,400 FEET APART)
- ALL PERMANENT CONTROL POINT MARKERS SHOWN AT CENTERLINE PC, PT, PRC, PCP, AND INTERSECTION POINTS (NOT MORE THAN 1,000 FEET APART)
- DELTA(S)(CENTRAL ANGLES) SHOWN FOR ALL CURVE(S)
- CURVE INFORMATION SHOWN FOR ALL CURVES, (RADIUS, CENTRAL ANGLE CHORD DISTANCE, CHORD BEARING, AND ARC DISTANCE (ON SAME PAGE AS THE CURVE)
- RADIAL LINE(S) SHOWN
- LOT(S) SQUARE FOOTAGE
- STORMWATER MANAGEMENT AREA OR LAKE(S) IDENTIFIED
- TOP OF BANK SHOWN
- PLUS, OR MINUS, TIES TO WATER'S EDGE
- POINT OF COMMENCEMENT AND/OR POINT OF BEGINNING TIES SHOWN
- FRACTIONAL CORNER(S) SHOWN
- TIES TO FRACTIONAL CORNER(S)
- STREET CENTERLINE(S), BEARING(S), AND DISTANCE(S) SHOWN
- CITY OR TOWN LIMITS LINES
- NORTH ARROW
- SHEET SIZE
- 3"(LEFT), ½" TOP, RIGHT, AND BOTTOM BORDER MARGINS
- SECTION AND/OR QUARTER SECTION LINE(S) SHOWN
- 1/8" MINIMUM LETTERING
- LIMITS OF PLAT
- LIMITED ACCESS RIGHT-OF-WAY LINE(S)
- PRIVATE ROAD(S)

GEOMETRIC (MATHEMATICAL VERIFICATION) MUST CONTAIN:

- CLOSURE OF OVERALL PLAT BOUNDARY
- CLOSURE OF EACH LOT
- CLOSURE OF EACH TRACT
- CENTERLINE GEOMETRY
- BEARINGS AND DISTANCES
- TRACT ACRES(S)
- CURVE INFORMATION
- TIES TO FRACTIONAL CORNERS

Disclaimer: *Although the Washington County Planning Department has attempted to include all applicable Chapter 177, Platting, Florida Statutes and Articles 6 and 10, of the Washington County Land Development Code, technical requirements as part of this checklist, please note that this is simply a suggested guide to assist surveyors in the preparation of the technical aspects of a final plat. Any final plat submitted to this office will be subject to a complete technical review, which may reveal additional code and/or statutory requirements. Deficiencies not covered by this checklist must be addressed and corrected before a final plat may be processed for approval and recorded into the Public Records of Washington County.*