

SUBDIVISIONS

EFFECTIVE January 9, 2009



BREVARD COUNTY LAND DEVELOPMENT SUBDIVISION SUBMITTAL GUIDE



Permitting & Enforcement Department
Land Development Code, Government Center, Bldg. A
2725 Judge Fran Jamieson Way, Viera, FL 32940

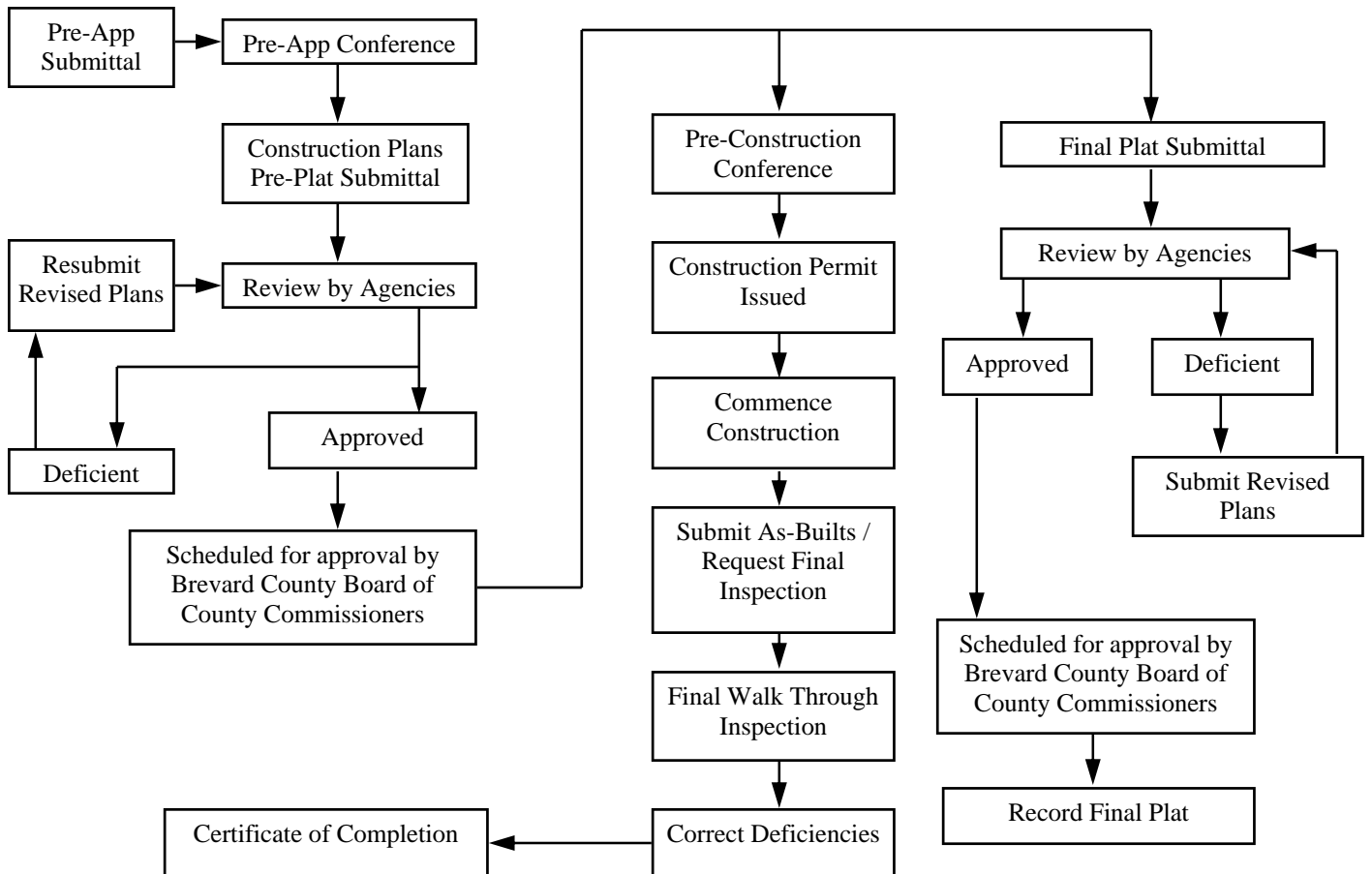
Telephone: 321-633-2065
Fax: 321-633-2052

Welcome to Brevard County's Subdivision Review Process. This package provides you with necessary information for your submittal and the following list of documents will explain the process to you.

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- All submittals should be delivered to the Land Development Division for processing.
- An appointment is recommended for each submittal being made.
- A cover letter addressing all agency comments must be included with all submittals.
- All comments will be faxed to the applicant.
- All necessary forms can be found on the Land Development Web Site located at:
www.brevardcounty.us/landdevelopment

SUBDIVISION FLOW CHART



SUBDIVISION SUBMITTAL

Steps 1-5 are Mandatory

1. Pre-Application Submittal and Conference

- a. Land Development Application *
- b. Completed and Approved Concurrency form
- c. 5 copies of conceptual plans with topographic information
- d. Zoning Verification form *
- e. Authorization to Act as Applicant *
- f. Applicable Fees *

2. Construction Plan Submittal (Final Engineering) and Preliminary Plat

- a. Cover Letter
- b. 5 Sets of plans with exhibits as required by ordinance
- c. 2 Drainage Calculations
- d. 2 Boundaries and Topographical Surveys
- e. 2 aerials if over 5 acres or 2 tree surveys if under 5 acres
- f. 2 D.E.P. Applications (County Sewer)
- g. Plat Certificate
- h. Applicable Fees *

County Sewer: When the engineering plans are approved by the agencies, 6 sets of plans must be delivered to Water Resources Department.

3. Pre-Construction Conference Submittal (after Board approval)

- a. Cover Letter
- b. 9 Sets of approved construction plans if on County Sewer (7 Sets of Plans if not on County Sewer).
- c. Copies of all regulatory permits or clearance
- d. 1 Completed Engineering Inspection Fees form *
- e. Applicable Fees *

A construction permit, covering land clearing and infrastructure construction will be issued at the conference.

4. Final Inspection, As-Builts and Certification Submittal

- a. 4 complete As-Builts including paving, drainage, and utilities. (See checklist for As-Built requirements) *
- b. Certificate of Completion form by Engineer of Record.
- c. Asset Inventory Form (Publicly Dedicated Improvements) *

Final inspection will be conducted after as-builts are reviewed and accepted. Certificate of Completion letter will be issued by Land Development upon successful inspection.

***Note: See [Land Development website](#) for all applicable fees and forms**

SUBDIVISION SUBMITTAL (cont'd)

Steps 1-5 are Mandatory

5. Final Plat Submittal

- a. Cover Letter
- b. Plat Certificate
- c. 5 Sets of the Final Plat. Plat must comply with all requirements of Chapter 177, Part 1, Florida Statutes.
- d. Surveyors and Mappers Certification form *
- e. Signed and sealed Surveyors Checklist. [*http://www.brevardroads.us/pdf/survey/finalplatchecklist.pdf](http://www.brevardroads.us/pdf/survey/finalplatchecklist.pdf)
- f. Applicable Fees *

Upon agencies approval, the plat will be submitted to the Board to approve or deny.

6. Requirements for Recordation of Final Plat

a. Plat Mylar

Fully executed by Owner(s), Surveyor and sealed by both (if appropriate). Each Joinder must be executed and sealed, if appropriate.

b. Plat Certificate

Certificate issued by a Title Company or attorney identifying ownership and all mortgages or interest in the property, easements, r/w and /or liens. Verification that all taxes on property have been paid.

c. Joinders, Covenants, Restrictions

All documents should be on 11" paper and have original signatures. If any documents are already recorded, recording information must be on the face of the plat where appropriate.

d. Bonding Requirements

Performance Bond – If all improvements are not completed, including sidewalks, a performance bond for 125% of the remaining improvements is required. Each performance bond must be accompanied by a contract executed by the Owner and the County.

Maintenance Bond – (Public Improvements) If all infrastructure improvements are completed and accepted by the County, a two-year maintenance bond representing 25% of the cost of improvements must be posted by the Owner.

e. Section 1— Completed Asset Inventory form (publicly dedicated improvements)

f. Recording Fees:

- Check payable to—The Clerk of the Court (for recording fees)
- Check payable to—Brevard County Board of County Commissioners (for copies of recorded plat)

g. Plat Processing Fee *

7. Preliminary Plat Submittal (used only for Site Plan process)

- a. Cover Letter
- b. Plat Certificate
- c. 5 Sets of Preliminary Plat
- d. 2 Boundary Surveys
- e. Applicable Fees *

8. Revisions Requiring Engineering Review Only

- a. Cover Letter
- b. 5 Sets of Plans
- c. Applicable Fees *

Please make all checks payable to: Brevard County Board of Commissioners

FEMA REQUIREMENTS
January 9, 2004

Applicants of proposed developments within the unincorporated areas of the County are reminded that the project must meet FEMA requirements. The project must adhere to all FEMA Regulations and County Flood Plain Management Criteria (Chapter 62).

This is particularly important for projects located in the flood hazard areas, (A, AE, AO, AH, V and VE).

Please contact Frank Skarvelis in Transportation Engineering – Flood Zones at 617-7340 for further information.

BREVARD COUNTY WATER/WASTEWATER SYSTEMS

If you will be installing a sewer system that will be connecting to the Brevard County System, the proper D.E.P. forms will be required with your initial submittal. If you are installing a sewer system, D.E.P. form 17-604.900(1), "Application to Construct Domestic Wastewater Collection/Transmission Systems", effective June 1, 1992, will be required.

If you will be installing a water system, D.E.P. form 62-555.710(7) "Notification for Use of the General Permit for Construction of an Extension to a Public Drinking Water Distribution System", will be required.

Once your plans have been approved by the Engineering Review Section of the Land Development Division, all appropriate fees along with three (3) sets of plans will need to be submitted to the Water Resources Department. Once these items have been received, your package will be forwarded to D.E.P.

If you wish to maintain a private system within a commercial site plan, a written request must be made to the Water Resources Department along with two (2) 24-hour emergency contact names and phone numbers (preferably locally). This also will be due prior to your first submittal.

If you have any questions regarding the above information or the fee due, please contact Tammy Hurley at (321) 633-2094.



Henry Dean, Executive Director
John R. Wehle, Assistant Executive Director

POST OFFICE BOX 1429 PALATKA, FLORIDA 32178-1429
 TELEPHONE 904-329-4500 SUNCOM 904-860-4500
 TDD 904-329-4450 TDD SUNCOM 860-4450
 FAX (Executive) 329-4125 (Legal) 329-4485 (Permitting) 329-4315 (Administration/Finance) 329-4508
 (Planning and Acquisition) 329-4848

SERVICE CENTERS			
618 E. South Street Orlando, Florida 32801 407-897-4300 TDD 407-897-5960	7775 Baymeadows Way Suite 102 Jacksonville, Florida 32256 904-730-6270 TDD 904-448-7900	PERMITTING: 305 East Drive Melbourne, Florida 32904 407-984-4940 TDD 407-722-5368	OPERATIONS: 2133 N. Wickham Road Melbourne, Florida 32935-8109 407-752-3100 TDD 407-752-3102

DO YOU HAVE THE NECESSARY PERMITS FOR YOUR PROJECT?

If not, you could experience costly delays. Avoid this by starting out right and checking with the District to determine what permits you may need. If a permit is required for your project, you must obtain it before you start clearing the land.

The St. Johns River Water Management District regulates construction of drainage systems, stormwater treatment ponds, large uses of water, and other types of projects, in order to protect the State's water resources and the rights of existing water users.

WHO NEEDS A PERMIT?

- You are building any commercial or industrial development, including additions.
- Your project is a residential/subdivision development, including additions.
- The project involves any work in, on or over wetlands or surface waters.
- You have any agricultural or industrial discharges into surface waters.
- Your project includes any bridge construction or roads.
- You are digging large excavations such as lakes, mines, or borrow pits.
- You are drilling a well 6 inches or greater in size.
- You are building a public supply well.

This is only a general overview of projects which may require District permits. Our Applicant's Handbooks further define these thresholds and are available by calling the District.

REMEMBER - You need to find out about what permits you are going to need before you start CLEARING THE LAND.

You may call any of the following District Service Centers to find out if your project needs a permit from the District:

Janice Unger
Compliance Manager
Melbourne Service Center
305 East Drive
Melbourne, FL 32904
(407) 984-4940

William Carlie
Compliance Manager
Orlando Service Center
618 E. South Street
Orlando, FL 32801
(407) 897-4300

David Miracle
Compliance Manager
Jacksonville Service Center
7775 Baymeadows Way
Jacksonville, FL 32256
(904) 730-6270

Serving:
Brevard, Osceola,
Indian River, and
Okeechobee Counties

Orange, Lake, Volusia,
Seminole, Marion, and
Polk Counties

Alachua, Baker, Flagler, Nassau,
Putnam, Duval, St. Johns, Clay,
and Bradford Counties

Dan Roach, CHAIRMAN FERNANDINA BEACH	Kathy Chinoy, VICE CHAIRMAN PONTE VEDRA	James T. Swann, TREASURER COCOA	Otis Mason, SECRETARY ST. AUGUSTINE
William M. Segal MAITLAND	Griffin A. Greene VERO BEACH	James H. Williams OCALA	Patricia T. Harden SANFORD
			Reid Hughes DAYTONA BEACH

BREVARD COUNTY SEWER / WATER

Certified Mail

Re: Warranty Deeds and Easements

Dear Stakeholder:

The purpose of this letter is to advise you of a Board of County Commissioners approved policy change that is now in effect. When your project was submitted to this department for review and approval, you received a Certified Letter explaining the submittals necessary for system activation. One of the items listed for your project was a Warranty Deed and/or Easement.

The current Board Policy (#BCC-24) requires specific Board approval of all property acquisitions, including dedicated easements and/or warranty deeds. This procedure could take two to six weeks to receive final approval so please allow for this delay when completing your project.

If you have any questions regarding this policy change, you may contact Holly Pardi, Land Acquisition Supervisor at (321) 690-6847. Please feel free to contact me if you have any other questions regarding your project at (321) 633-2094.

Sincerely,

Tammy L. Hurley
Utility Technician

cc: Engineer of Record

**BREVARD COUNTY
LAND DEVELOPMENT (321) 633-2065**

DEVELOPMENT AGENCY REVIEW LIST

Address Assignment – AA (Regina/Diane).....	(321) 633-2061
Concurrency (Randy/Cindy)	(321) 633-2070
Engineering Design – ED (Rich/Deborah/Jim).....	(321) 633-2065
Environmental Health – CH (Vern/Christine).....	(321) 633-2100
Fire Prevention - FP (Frank/Scott/Doug/Jason/Linda)	(321) 633-2056
Impact Fees - IF (Kim/Naomi/Pauline)	(321) 633-2065
Land Development - LD or LP (Martha/Rebecca)	(321) 633-2065
Landscape/Landclearing - LS (Amanda).....	(321) 633-2016
Natural Resources - NR (Darcie/Amanda).....	(321) 633-2016
Regional Stormwater - ST (Greg)	(321) 633-2014
Right-of-Way / Land Acquisition - RW (Marilyn/Steve).....	(321) 690-6847
Road and Bridge - RB (Mary/Keith/Eric/Scott).....	(321) 690-6877
Surveying - CS (Susan/Tony).....	(321) 633-2080
Traffic Engineering - TR (Gil/LaVanda).....	(321) 633-2077
Transportation Engineering - TE (Devin)	(321) 617-7202
Water Resources - WR (Mark)	(321) 633-2089
Zoning - ZO (Cindy/George/Lydia/Paul).....	(321) 633-2070
Mosquito Control [TOWER/ANTENNA SITES]	(321) 264-5032
M.I.R.A. [MERRITT ISLAND REDEVELOPMENT AGENCY] (Tina).....	(321) 454-7090