

FINAL PLAT PROCESS GENERAL INFORMATION

See Specifically Sections 7-10 to 7-12 and 7-21 to 7-28 and 7-42
Land Development Code (LDC)

Process for Final Plat Application

An application form, to begin the final plat process, may be obtained from the Planning and Community Development Department at 3093 Crawfordville Highway, Crawfordville, FL 32327, upon approval of the Preliminary Plat.

ALL PROPERTY OWNERS' SIGNATURES ARE REQUIRED ON THE
APPLICATION. IF AN AGENT IS USED, ALL PROPERTY OWNERS'
SIGNATURES ARE REQUIRED ON THE AUTHORIZATION FORM.

Time Limit for Submission

The final plat submission must occur within eighteen (18) months of the Planning Commission's initial approval of the preliminary plat or such approval shall be deemed to have lapsed and a new application for plan and preliminary plat approval must be filed. Upon request, the Planning Commission shall normally grant extensions of time in which to submit a final plat if good cause is shown.

Application Fee and Legal Description

The completed application form must be submitted to the Planning Department along with:

1. A \$955.00 application fee. This check should be made payable to "Wakulla County.
2. Certificate of completion or bond.
3. Certificate of title.
4. Other items as required per section 7-22.1 of the Land Development Code.

Application Deadline

The deadline for receiving the application in the Planning Department will be the last day of the month in order to be considered by the Technical Review Committee at their next scheduled meeting in the following month.

Planning Commission

The Planning Commission is a recommending body consisting of nine members appointed for one-year terms. Six of the nine members are appointed by the County Commission, one member by the City of St. Marks, one by the City of Sopchoppy, and one member by the County School Board.

Public Notification

A legal ad describing the request is prepared by the County for advertisement in the local newspaper and is run at least fifteen (15) days prior to the Planning Commission public hearing and at least thirty (30) days prior to the County Commission public hearing.

Planning Commission Public Hearing

The Planning Commission holds public hearing on the second Monday of every month at 7:00 P.M. in the Board of County Commissioners Board Room at 29 Aaron Road, Crawfordville, FL 32327.

Planning Commission Recommendation

The Planning Commission votes on the application to recommend approval, denial, or continuance of the final plat request to the County Commission.

County Commission

The County Commission final plat hearings will be on the first Tuesday of the month at 5:00 P.M. in the Board of County Commissioners Board Room at 29 Aaron Road, Crawfordville, FL 32327.

The County Commission votes at the public hearing to approve, deny, or table the final plat request.

The vote of the County Commission is the final decision.

Certified Completion of Improvements or Filing of Bond

The Board of County Commissioners shall not approve a final plat unless and until, in addition to all other requirements for approval contained in this Code, the applicant has submitted along with the proposed final plat one (1) of the following certificates.

- A. Certificate of Completion. A certificate under penalty of perjury from an engineer licensed in the State of Florida identifying all improvements on the site and

certifying that all improvements have been installed in accordance with this chapter as shown on the preliminary plat and in compliance with any additional conditions of approval of the preliminary plat imposed by the Planning Commission.

- B. Certificate of Bond. A certificate from the Clerk of Court that a bond available to the county has been posted in an amount determined by the county to be sufficient to complete the required improvements.
- C. Two-Year warrantee by developer regarding ownership and maintenance of subdivision roads consistent with section 7-42, LDC.

Recording

Upon approval of the final plat by the County Commission, the plat may be recorded in the public records of Wakulla County as provided by law.

THIS HANDOUT IS INTENDED FOR APPLICANT'S REFERENCE ONLY AND IS NOT DESIGNED TO INCLUDE ALL REQUIREMENTS OF THE LAND DEVELOPMENT CODE. IT IS THE APPLICANT'S OBLIGATION TO ENSURE THAT ALL CODE REQUIREMENTS ARE MET.