

PRELIMINARY PLAT PROCESS
GENERAL INFORMATION

See specifically Sections 7-10 to 7-20
Land Development Code

INFORMAL PREAPPLICATION CONFERENCE

An informal preapplication conference with the planning official, on behalf of the Planning Commission, is required of any owner of land in the unincorporated area of Wakulla County who is contemplating subdividing their land. At such conference, the owner (or owner's agent) should present tentative proposals with a view toward learning what would be required to properly evaluate the proposal within the limits of these regulations. No fee of formal application is required for this conference, and no binding determination of the acceptability of the proposal shall be made.

THE PROPERTY IN CONCERN SHOULD ALREADY BE ZONED IN THE CORRECT CLASSIFICATION. A REZONING AND PLAT PROCESS ON THE SAME PIECE OF PROPERTY SHALL NOT BE HEARD AT THE SAME PLANNING COMMISSION OF BOARD OF COUNTY COMMISSIONERS MEETING, UNLESS THE PROPOSAL IS FOR A PLANNED UNIT DEVELOPMENT (PUD PROCESS).

FORMAL PRELIMINARY PLAT APPLICATION PROCESS

An application form to begin a preliminary plat process may be obtained from the Planning Department at 3093 Crawfordville Highway.

Information is to be completed on the application form along with sixteen (16) copies of the proposed subdivision and a copy of the unrecorded deed including the legal description. Signed application by all property owners and if applicable, the agent's signature with a signed authorization form.

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

APPLICATION FEE AND LEGAL DESCRIPTION

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

1. A \$1,235.00 application fee. This check should be made payable to "Wakulla County"
2. Copy of recorded deed
3. Copy of flood map (can be obtained in Planning Department).
4. Northwest Florida Water Management District Stormwater Permit

5. Base flood elevation data shall be provided for subdivision proposals and other proposed development, which is greater than the lesser of fifty (50) lots or five (5) acres.
6. Transportation Concurrency Review Application (separate fee applies)
7. Stormwater Review Application (separate fee applies)
8. Other items as required per Section 7-22.1 of the Land Development Code

CONDITIONS OF ACCEPTANCE

No application shall be accepted which does not contain the drawing and information - listed in 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 once staff has determined that the application file is complete. The proposal will be placed on the next available Technical Review Committee (TRC) agenda.

PLANNING COMMISSION

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

PLANNING COMMISSION PUBLIC HEARING

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

PLANNING COMMISSION RECOMMENDATION

The Planning Commission reviews and takes final action on the application to approve with condition, deny or continue the preliminary plans.

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