



**City of Winter Haven**  
**Application for a Subdivision Plat**

451 Third Street, NW  
Winter Haven, Florida 33881  
Telephone: 863-291-5600

<b>For Official Use Only:</b>		
Date Received: _____	Received By: _____	
Fee Received: _____	Receipt Number: _____	
Case Number: _____	Meeting Date: _____	
Complies with Ch. 177 F.S.: _____	Checked By: _____	Date: _____

Name of Applicant/Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Agent, if applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION:**

Proposed Name of Subdivision: \_\_\_\_\_

Location of Subdivision: \_\_\_\_\_

Legal Description of Parcel to be subdivided: \_\_\_\_\_

\_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_

Future Land Use Designation: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Streets (select one):      Public      Private

Total Number of Buildable Lots to be Platted: \_\_\_\_\_

Total Number of Common Lots: \_\_\_\_\_

**Please attach the following items:**

Legal description of the property being platted.

- A. Five (5) 24” x 36” prints of boundary survey describing lands being platted.
- B. Title Opinion for lands being platted.
- C. An 11 x 17 copy of the plat to be recorded.
- D. Five (5) 24” x 36” prints of the plat.

**Items that will be required before recording of the plat:**

- 1. Updated title opinion for lands being platted (dated no more than two (2) months before recording date).
- 2. Two (2) original mylar copies.
- 3. One (1) paper copy.
- 4. Receipt showing taxes have been paid.
- 5. Electronic version of the plat
- 6. Street light contract and/or letter (if applicable)
- 7. Street signage contract and/or letter (if applicable)
- 8. Recording fee, made payable to the Clerk of Courts, \$30 for the first page and \$15 each additional page. (These amounts are subject to change)
- 9. Surveyor’s fee
- 10. Construction costs (if applicable), to be verified by Technical Services, on outstanding items that were found during a walk through with the City.
- 11. Letter of Credit (if applicable)

*Note: The application fee does not include professional survey review fee or recording fees, which will be required separately.*

**Process for reviewing plats:**

All copies of plats shall be submitted to the Planning Division with a completed application, application fee, and all items listed above (A – E). The plat will be distributed to reviewing departments for comments. Comments will be faxed and mailed to the applicant and owner/agent within the following timeframe:

- First submittal of the plat is a minimum of a 17 working day review period.
- Second submittal of the plat is a minimum of a 12 working day review period.
- Third, fourth, fifth, etc. submittal of the plat is a minimum of a 7 working day review period.

Any time that a comment letter is sent indicating that all comments have not been addressed, a re-submittal is required and the appropriate review period applies. Once all comments have been addressed, planning staff will notify the applicant and request that mylars be submitted.

A plat will not be scheduled for a City Commission meeting until all of the above items are completed and all items listed above (1-9) are received from the applicant. Staff cannot and will not give a date to go before the City Commission until the mylars have been submitted. Once planning staff receives the mylars, the applicant will be notified of the hearing date. A minimum lead time of three (3) weeks prior to a regularly scheduled City Commission Meeting is required.

If you have any questions regarding the platting process, please contact the Planning Division at 863-291-5600.

Ownership Signature

STATE OF FLORIDA:  
COUNTY OF POLK:

(I) (WE) \_\_\_\_\_ being duly sworn, depose and say that (I) (WE) own one of more of the properties involved in this petition and that (I) (WE) have familiarized (myself) (ourselves) with the rules and regulations of the City Commission with respect to preparing and filing this petition and that the foregoing statements and answers herein contained and other information attached hereto present the arguments in behalf of the petition herein requested to the best of (my) (our) ability and that the statement and information above referred to are in all respects true and correct to the best of (my) (our) knowledge and belief.

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

STATE OF FLORIDA:  
COUNTY OF POLK:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification and who (did) (did not) take an oath.

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

\_\_\_\_\_  
TYPED OR PRINTED NAME OF NOTARY PUBLIC

STAMP & DATE MY COMMISSION EXPIRES: \_\_\_\_\_

Agent, lessee, or buyer signature

STATE OF FLORIDA:

COUNTY OF POLK:

(I) (WE) \_\_\_\_\_  
being duly sworn, depose and say that (I) (WE) serve as \_\_\_\_\_ for the  
Agent or Lessee

Owner(s) in making this petition and that the owner(s) (has) (have) authorized (me) (us) to act in this capacity. Further, (I) (WE) depose and say that the statements and answers herein contained and other information attached hereto present the arguments in behalf of the petition herein requested to the best of (my) (our) ability and that the statement and information above referred to are in all respects true and correct to the best of (my) (our) knowledge and belief.

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

STATE OF FLORIDA:

COUNTY OF POLK:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification and who (did) (did not) take an oath.

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

\_\_\_\_\_  
TYPED OR PRINTED NAME OF NOTARY PUBLIC

STAMP & DATE MY COMMISSION EXPIRES: \_\_\_\_\_