



## MINOR SUBDIVISION SUBMITTAL REQUIREMENTS

### Town Code Definition:

*SUBDIVISION, MINOR: Any subdivision containing not more than four (4) lots or dwelling units fronting on an existing public street, not involving any new street or road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the master plan, official map, or zoning ordinance, if such exists, or these regulations. Minor subdivisions, as defined herein, shall be exempt from the requirements relating to the submission of a preliminary subdivision plat. The subdivider shall submit to the planning and zoning commission, at any regular meeting, fifteen (15) copies of the minor subdivision plat. The plat shall contain any one or all of the items of information required for a plat under subsections [8-2-4 B](#) and [C](#) of this title, in accordance with requirements to be determined by the planning director in individual cases.*

*The planning director shall notify abutting property owners according to section [8-2-3](#) of this title. The planning and zoning commission and town council shall approve or disapprove the plat in the same manner set forth for the consideration of final plats.*

### Required Forms and Fees:

- Land Use Application – [Download Form](#)
- Development Improvements Agreement – [Download Form](#)
- Fee - \$400.00 plus \$10.00 per unit or lot ([Town Code §1-8-2](#))

### Required Submittals

*(Please note, all requirements may not apply to every minor subdivision. Requirements for individual cases will be determined by the Planning Director):*

- One paper copy and one electronic copy of the Final Plat prepared in accordance with [§8-2-4](#) of the Winter Park Town Code.
- Completed Land Use Application
- Fee (check is preferred)
- Project Description Letter
- A title insurance commitment or attorney's title opinion showing that the subdivider is the owner of all the land to be platted and that all roads, streets, easements and other rights of way and all lots, tracts or sites dedicated or to be conveyed for public use, or for common use by all lot owners are free and clear from all liens and encumbrances except patent reservations and except liens and encumbrances which cannot be extinguished, released, or purchased by the developer. If such land is mortgaged by the developer, it

- shall be sufficient if the mortgagee joins in the dedication.
- Proof of Accuracy for Plat – This shall be in the form of a copy of computer printout showing unadjusted and adjusted boundary. Error of said survey shall not be greater than one foot in seven thousand feet (1/7,000'). The surveyor that created the plat can provide this.
  - Construction Plans:
    - a. Roadway Plan and Profile
    - b. Grading and Drainage Plan
    - c. Revegetation, Erosion and Sediment Control Plan
    - d. Phasing Plan (if applicable)
  - Final Geotechnical Report
  - Phase III Drainage Report
  - Stormwater Management Plan (if applicable)
  - Final Landscape Plan
  - Executed Development Improvements Agreement with final Engineers Estimate of Probable Cost.
  - Executed copies of Declaration of Covenants and Bylaws.
  - Proof of filing of Articles of Incorporation.
  - Letters of Evidence from the engineer, attorney and the developer testifying that the subdivision meets all requirements of the Town subdivision regulations.

#### **Process for Approval:**

- One paper copy and one pdf electronic copy of all documents shall be submitted to the Planning Department for compliance review **30 days prior** to date of the Planning and Zoning Commission meeting you wish to have the Final Plat reviewed on. *The Commission meets on the second and fourth Tuesday of the month.*
- The Planning Commission and Town Council will review the Final Plat at a regularly scheduled meeting for compliance with [§8-2-4](#) of the Winter Park Town Code.
- After approval of the Final Plat, the applicant shall comply with all required conditions of approval prior to recording the plat.