



Minor Subdivision Sufficiency Checklist

§ 4.1.4.1.2.1, DRPM

Items listed on this check list are required for a complete application submittal. Applications will not be accepted if all required items are not included with the initial submittal package. For those items that are to be submitted only if applicable, the EOR must insure that if they are not required, an "NA" is placed on the line for his/her initials. Any item that is not initialed or shown as NA will be considered missing.

Staff Initials	REP/EOR's Initials	Required Submittal Items
		Fee Payment
		Application
		Transmittal Letter
		Owner Affidavit
		Deed – copy of recorded deed
		Title Opinion-of an attorney at law licensed in Florida or a certification by an abstractor or a title company showing that record title to the land as described and shown on the plat is in the name of the person, persons, corporation or entity executing the dedication, that the developer has record title to the land. Title Opinion or certification shall show all encumbrances, including but not limited to mortgages and easements. Shall be for period of no less than 30 years and shall be not more than 60 days old.
		Vacation of Underlying Plat-through Real Estate Department, if applicable.
		Copy of the appropriate Southwest Florida Water Management District (SWFWMD) permit (ERP – Environment Resource Permit) or "Letter of Exemption".
		Supplemental Applications-Concurrency including School Concurrency and Natural Resources
		Tree survey identifying the location of all trees 5 inches DBH (tree trunk measurement at 4.5 above the ground surface) and greater within the boundaries of the proposed access improvements as well as 15 feet outside of the proposed boundaries of the access improvements. Grand Oaks in accordance to LDC Article 4.0 must be specified independent of all other trees 5 inches DBH and greater.
		Typical Cross Section for Low Volume Private Road as set forth in the Transportation Technical Manual.
		4 Plats-unless otherwise determined at presubmittal conference, stating information required by the DRPM
		2 Signed & Sealed Boundary Surveys
		Current County Aerial – 1'=200
		PDF Copy of all Plans and Paperwork on CD or Flashdrive

Signature of Person Submitting Application/Date