

Required Documents – Preliminary Plat

1. Current Deed
2. One (1) signed and sealed survey showing all existing structures (re-plat) and all new alterations.
3. Preliminary plat on 24” x 36” sheets at a scale of not less than 1” = 60’) meeting all requirements of the Land Development Code, Section 21-163
4. Construction Plans meeting all requirements set forth in Section 21-163 of the Land Development Code
5. Landscaping, irrigation, and tree management plan
6. Photometric plans; the location, size, lumens coverage and arrangement of all existing or proposed signs or lighting.
7. Preliminary drafts of all legal documents necessary to control the ownership and maintenance of open spaces and common areas
8. Traffic Impact Study
9. Environmental Assessment
10. Street Name approval from Volusia County
11. One (1) CAD data file of all infrastructure
12. Concurrency approval or completed Volusia County School District School Planning and Concurrency application. The application can be accessed at <http://myvolusiaschools.org/planning-business-services/Pages/Growth-Management.aspx>

Required Documents – Final Plat

1. Current Deed
2. Title Opinion
3. Final Development Plan (signed and sealed) meeting all requirements set forth in Section 21-166 of the Land Development Code
4. Final Plat (signed and sealed) meeting all requirements set forth in Section 21.167.05 and 21.168 of the Land Development Code
5. Signed and sealed boundary survey; acreage must be stated on survey
6. One (1) original Mylar tracings of the final plat (to be submitted after Council approval)
7. Proof of payment of current year property taxes, signed by a representative from the Volusia County Revenue Division (to be submitted with Mylar tracing).
8. Homeowners Association Documents, including Declaration of Covenants Conditions, Restrictions, Incorporation Papers and Bylaws

NOTARIZED AUTHORIZATION OF OWNER (to be completed if applicant is not the property owner)

I/we _____ as the sole or joint fee simple title holder(s) of the property described as (address or parcel number) _____ authorize _____ to act as my agent to seek Subdivision Approval on the above referenced property.

Owner's Signature

Owner's Signature

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____.

NOTARY PUBLIC
(Signature of Notary Public - State of Florida)

SEAL

Personally Known OR Produced Identification
Type of Identification Produced

**AGREEMENT FOR CONSULTANT, ENGINEERING, PLANNING,
ENVIRONMENTAL, LEGAL, ADVERTISING COSTS & ON-SITE INSPECTIONS**

The City of Edgewater contracts for certain consultant, engineering, planning, environmental and legal services related to its review of development projects. All fees charged by any such consultant, engineering, planning, environmental, on-site inspections and/or legal service providers are required to be paid by the **owner/applicant**. In addition, the **owner/applicant** is required to pay all advertising and recording costs in connection with application submitted by the undersigned.

The undersigned agrees that it shall be liable to the City for one hundred percent (100%) of the actual costs, both direct and indirect, of coordinating and reviewing the application submitted by the undersigned, including, but not limited to, the following:

- Engineering Review and Approval Fees*
- Planning Consultant Fees*
- On Site Inspection and Approval Fees*
- Legal Fees*
- Advertising Costs*
- Recording Costs*

The undersigned agrees to deposit 100% of the Projected Scope of Work Total into a non-interest-bearing account at the time the estimated cost of the Scope of Work is provided to the applicant. The undersigned further understands and agrees that when the escrow balance is reduced to 20% or less of its original amount, the City may require an additional deposit of funds into the escrow account as the City reasonably estates will cover remaining consultant’s fees and costs as listed above. When the project is completed and no further expenses are reasonably anticipated by the City, the City shall refund the remaining balance of the escrow account to the person or entity making the most recent deposit.

The owner/applicant does hereby acknowledge that on-site inspections by City staff, consultants, elected and appointed officials are permitted on said property.

The undersigned agrees to pay the above-referenced fees within thirty (30) days of receipt of an invoice for same and further agrees to pay to the City interest on the unpaid balance at the rate of one percent (1%) per month for any fees not remitted within thirty (30) days of receipt of an invoice for same. No site inspections, Development Order or Certificates of Occupancy will be issued until all of the above-referenced fees are paid in full.

OWNER/APPLICANT:

Signature

Printed Name

Title

Date