



City of Wildwood, Florida  
 Development Services Department  
 100 N. Main St., Wildwood, FL 34785  
 Tel: 352.330.1334 Fax: 352.330.1338  
 www.wildwood-fl.gov

<i>Staff Use Only</i>	
Case No.:	_____
Fee Paid:	_____
Receipt No.:	_____

## Subdivision - Improvement Plan Application

**Contact Information:**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Engineer Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property and Project Information:**

**PROJECT NAME\*:** \_\_\_\_\_  
 \*A project name is required for all submissions. Please choose a unique name for your project.  
 Property Address: \_\_\_\_\_  
 List Parcel Number(s): \_\_\_\_\_  
 Current Use of Property: \_\_\_\_\_ Proposed Use of Property: \_\_\_\_\_  
 Do you currently have City utilities? \_\_\_\_\_ Nearest Intersection: \_\_\_\_\_

**Required Items for All Submittals:**

- SumterGIS/Property Appraiser Website:
  - Property Card Printout
  - Current Deed
  - Aerial Photo / Location Map Printout
  - Future Land Use and Zoning Map Printout
  - Legal Description in Microsoft Word format

**Required for Plat Submittals:**

- Five (5) sets of plans, 24" x 36", with outside agency permits on cover page
- Five (5) sets of Landscaping Plan / Tree Survey
- Five (5) sets of Building Elevations
- Two (2) copies Signed and Sealed Boundary Survey
- Traffic Impact Study or Statement
- Stormwater/Drainage Calculations

**Additional Materials (as applicable):**

- Environmental Assessment
- Sign Application
- Tree Removal Permit
- An executed copy of any existing agreements with the City which affect this project.

Note: All maps are required to depict adjacent properties at a minimum. Failure to provide adequate maps may delay the application process. Most maps are accessible through [www.sumtergis.com/gis/](http://www.sumtergis.com/gis/). Legal descriptions MUST include the legal description for the ENTIRE development.

- Two (2) CDs containing ALL of the above required submittal materials in PDF format; for plans, drawings in DWG format are acceptable in addition to PDF. **Note: All files on the CD MUST be labeled as shown above and numbered in the order they appear above. Failure to do so will result in a delay in processing your application.**

Please describe your request in detail: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Required Data, Documents, Forms & Fees**

Attached to this application is a list of **REQUIRED** data, documents and forms for each application type as well as the adopted fee schedule. These items must be included when submitting the application package. Failure to include the supporting data will deem your application package **INCOMPLETE** and will not be processed for review. Per Sec. 14-3 of the Wildwood Code of Ordinances, all charges for engineering plan review, site inspections/visits, and other engineering services deemed necessary shall be paid by the developer at cost.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If application is being submitted by any person other than the legal owner(s) of the property, the applicant must provide a notarized Authorized Agent form(available on the City's Website) from the owner to submit application.

## Improvement Plan - Required Elements

All Preliminary Development Plans Shall be prepared on sets of sheets sized 24" x 36". A key map must be provided for easy navigation through the individual sheets. All site plans are required to meet the City's design district standards. Plans shall contain the following information at a minimum (For a more comprehensive listing, see the City of Wildwood Land Development Regulations, §5.4).

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Title Block<ul style="list-style-type: none"><li><input type="checkbox"/> Proposed Subdivision Name</li><li><input type="checkbox"/> Section, Township, Range of the Property</li><li><input type="checkbox"/> Date of Preparation</li></ul></li><li><input type="checkbox"/> General Information<ul style="list-style-type: none"><li><input type="checkbox"/> North Arrow, Scale, Number of Sheets Designated on All Sheets</li><li><input type="checkbox"/> Vicinity Map Showing Relationship to Surrounding Streets (Scale of Not Less than 1 inch = 1,000 feet)</li><li><input type="checkbox"/> Legend Showing Information such as Zoning, Acreage to be Subdivided, Number of Lots, Phase Numbers, Datum, etc.</li><li><input type="checkbox"/> Tabulations of Open Space, Density, Intensity, etc.</li><li><input type="checkbox"/> Legal Description and Tax Identification of the Lands to be Subdivided</li><li><input type="checkbox"/> Certification of Registered Engineer/Surveyor</li><li><input type="checkbox"/> Contact Information of the Property Owner, Surveyor, and Engineer</li></ul></li><li><input type="checkbox"/> Boundaries, Zoning, and Design District Standards<ul style="list-style-type: none"><li><input type="checkbox"/> Bearings and Distances of Boundary Lines with a Heavy Line</li><li><input type="checkbox"/> Zoning Districts on and Adjacent to the Site</li><li><input type="checkbox"/> Setbacks, Buffers, and Other Features Demonstrating Compliance with Design District Standards</li><li><input type="checkbox"/> Lot Lines, Dimensions, Numbers, and Block Numbers</li><li><input type="checkbox"/> Existing and Proposed Improvements, including Buildings</li></ul></li><li><input type="checkbox"/> Transportation<ul style="list-style-type: none"><li><input type="checkbox"/> Existing and Proposed Streets on and Adjacent to the Site, including Name, Right-of-way Width and Location</li><li><input type="checkbox"/> Existing Easements on the Property</li><li><input type="checkbox"/> Existing Driveways and Median Openings within 100 Feet</li></ul></li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Natural Features<ul style="list-style-type: none"><li><input type="checkbox"/> Lakes, Marshes, Swamps, Watercourses, etc. as Shown on a Recent Aerial Photo</li><li><input type="checkbox"/> Contours at a Minimum of 5-foot Intervals for the Tract Being Subdivided and Extending 25 Feet Beyond the Property Line, Including Surface Water Elevations and Date</li><li><input type="checkbox"/> Tree Survey - List by type, all trees with DBH greater than 10" (measured at a height of 4', 6" above existing grade)</li><li><input type="checkbox"/> Limits of Floodplain</li></ul></li><li><input type="checkbox"/> Utilities, Drainage, and Stormwater<ul style="list-style-type: none"><li><input type="checkbox"/> Proposed Source of Water, Sewer, Gas, and Electricity</li><li><input type="checkbox"/> Drainage Concept Plan - Flow direction; location of retention areas</li><li><input type="checkbox"/> Soil Classification Map</li><li><input type="checkbox"/> Utilities on and Adjacent to Site</li><li><input type="checkbox"/> Stormwater Management System</li></ul></li><li><input type="checkbox"/> Additional Analyses (as applicable*)<ul style="list-style-type: none"><li><input type="checkbox"/> Traffic Impact Study, pursuant to LDR §1.17</li><li><input type="checkbox"/> Environmental Assessment</li><li><input type="checkbox"/> Preliminary Concurrency Determination</li><li><input type="checkbox"/> Sign Application</li><li><input type="checkbox"/> Tree Removal Permit</li><li><input type="checkbox"/> Stormwater Calculations</li><li><input type="checkbox"/> Covenants</li><li><input type="checkbox"/> HOA Documents and/or Maintenance Agreement</li><li><input type="checkbox"/> Agreements</li><li><input type="checkbox"/> Agency Permits</li></ul></li></ul> <p><small>*Note: These requirements shall only be required as needed, and as a result are not applicable to every project.</small></p> |
|---|--|
- IMPORTANT: You will be issued a Project Number and Project Name after submitting your application. All future correspondence regarding your project, including additional submittals or requests for additional documentation, should be directed to [Development@wildwood-fl.gov](mailto:Development@wildwood-fl.gov) with your Project Number and Project Name in the subject line.

## Subdivision Submittal Process

All submittals of plans and applications shall be made to the Development Services Department. Following is a general submittal process outline. Note the City will allow applicants to combine the Preliminary plan and Improvement plan stages of the subdivision approval process at the applicant's risk.

1. **Pre-application conference.** Applicants are recommended to submit as much information as possible in advance of the pre-application conference to aid in the process, as well as to save time, money, and effort in revising a plan after submittal. Pre-application conference should occur prior to the completion of a development application.
2. **Preliminary plan review.** Applicants shall submit a preliminary plan for review and approval per §1.14 of the Land Development Regulations. Appropriate fees shall be paid at the time of submittal.
3. **Improvement plan review.** Applicants shall submit an improvement plan for review and approval per §1.14 of the Land Development Regulations. Appropriate fees shall be paid at the time of submittal. Construction shall not begin until the applicant receives improvement plan approval.
4. **Final plat review.** Applicants shall submit an improvement plan for review. After approval by City Commission, the mylar of the approved final plat will be retained by the City for the purpose of recording with the Clerk of the Courts of Sumter County.

If application is being submitted by any person other than the legal owner(s) of the property, the applicant must provide a notarized Authorized Agent form (available on the City's Website) from the owner to submit application.