



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 - Preliminary 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/. 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.

Preliminary Development 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).

- Title Block
 - Proposed Subdivision Name
 - Section, Township, Range of the Property
 - Date of Preparation
 - General Information
 - North Arrow, Scale, Number of Sheets Designated on All Sheets
 - Vicinity Map Showing Relationship to Surrounding Streets (Scale of Not Less than 1 inch = 1,000 feet)
 - Legend Showing Information such as Zoning, Acreage to be Subdivided, Number of Lots, Phase Numbers, Datum, etc.
 - Tabulations of Open Space, Density, Intensity, etc.
 - Legal Description and Tax Identification of the Lands to be Subdivided
 - Certification of Registered Engineer/Surveyor
 - Contact Information of the Property Owner, Surveyor, and Engineer
 - Boundaries, Zoning, and Design District Standards
 - Bearings and Distances of Boundary Lines with a Heavy Line
 - Zoning Districts on and Adjacent to the Site
 - Setbacks, Buffers, and Other Features Demonstrating Compliance with Design District Standards
 - Lot Lines, Dimensions, Numbers, and Block Numbers
 - Existing and Proposed Improvements, including Buildings
 - Transportation
 - Existing and Proposed Streets on and Adjacent to the Site, including Name, Right-of-way Width and Location
 - Existing Easements on the Property
 - Existing Driveways and Median Openings within 100 Feet
 - Natural Features
 - Lakes, Marshes, Swamps, Watercourses, etc. as Shown on a Recent Aerial Photo
 - 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
 - Tree Survey - List by type, all trees with DBH greater than 10" (measured at a height of 4', 6" above existing grade)
 - Utilities, Drainage, and Stormwater
 - Proposed Source of Water, Sewer, Gas, and Electricity
 - Drainage Concept Plan - Flow direction; location of retention areas
 - Additional Analyses (as applicable*)
 - Traffic Impact Study, pursuant to LDR §1.17
 - Environmental Assessment
 - Sign Application
 - Tree Removal Permit
 - Stormwater Calculations
 - Agreements
 - Preliminary Concurrency Determination
- *Note: These requirements shall only be required as needed, and as a result are not applicable to every project.
- 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 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.