



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

Staff Use Only	
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: _____
 Current Future Land Use (FLU): _____ Current Zoning: _____

Required Submittal Items:

All submittals require two (2) CD copies with all below materials submitted in PDF format. **All CD files MUST be labeled as shown below and numbered in the order they appear below. Failure to do so will result in a delay in processing your application.** Provide an additional hard copy where noted below. Please note additional required materials and procedures on the following page.

- | | |
|---|---|
| <input type="checkbox"/> A.0 Preliminary Plan Application / \$1,075.00 Fee | <input type="checkbox"/> B.1 Signed and Sealed Boundary Survey |
| <input type="checkbox"/> A.1 Property Card Printout (Include Parcel ID) | <input type="checkbox"/> B.2 Plan Set, 24" x 36" (Also Provide One (1) Hard Copy) |
| <input type="checkbox"/> A.2 Current Deed | <input type="checkbox"/> B.3 Landscaping Plan / Tree Survey (as applicable) |
| <input type="checkbox"/> A.3 Aerial Photo / Location Map | <input type="checkbox"/> C.1 Traffic Impact Study or Statement |
| <input type="checkbox"/> A.4 Future Land Use Map | <input type="checkbox"/> C.2 Concurrency Applications (as applicable) |
| <input type="checkbox"/> A.5 Zoning Map | <input type="checkbox"/> C.3 Environmental Assessment (as applicable) |
| <input type="checkbox"/> A.6 Legal Description (Microsoft Word format) | <input type="checkbox"/> C.4 Stormwater/Drainage Calculations (as applicable) |
| <input type="checkbox"/> A.7 Signed, Notarized Authorized Agent Form
(If application is being submitted by any person other than the legal owner(s) of the property) | <input type="checkbox"/> D.1 Sign Application (as applicable) |
| | <input type="checkbox"/> D.2 Tree Removal Permit (as applicable) |

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 the Interactive Map at <https://www.sumtercountyfl.gov/105/GIS>. Legal descriptions MUST be Microsoft Word format and must comprise the ENTIRE development.

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: _____

Additional Required Submittal Items and Plan 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).

Additional Submittal Items (May Come with Improvement Plan):

- E.1 Draft Copy of Proposed Covenants and Restrictions
- E.2 HOA Documents and/or Maintenance Agreement
- E.3 Copy of Any Executed Developer's Agreement with the City
- F.1 Permits (as applicable)
 - 1. Southwest Florida Water Management District (SWFWMD)
 - 2. Driveway
 - 3. County
 - 4. Florida Department of Transportation (FDOT)
 - 5. Florida Department of Environmental Protection (FDEP)
- F.2 Copy of Any Executed Developer's Agreement (as applicable)

Required on the Plans:

- Title Block
 - Proposed Subdivision Name
 - Section, Township, Range of 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

Required on the Plans (Continued):

- 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 Driveways and Median Openings within 100 Feet
 - Existing Easements on Property
- 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)
 - Limits of Floodplain
- Utilities, Drainage, and Stormwater
 - Proposed Source of Water, Sewer, Gas, and Electricity
 - Drainage Concept Plan - Flow direction; location of retention areas
 - Soil Classification Map
 - Utilities on and Adjacent to Site
 - Stormwater Management System
- Agency Permits Listed on Front Page, including Status

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.