



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 - Final Plat 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 one (1) CD copy 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.** Please submit an additional hard copy where noted below. Note additional required materials and procedures on the following page.

\_\_\_ A.0 Final Plat Application / \$575.00 Fee

\_\_\_ A.1 Property Card Printout (Include Parcel ID)

\_\_\_ A.2 Current Deed

\_\_\_ A.3 Aerial Photo / Location Map

\_\_\_ A.4 Future Land Use Map

\_\_\_ A.5 Zoning Map

\_\_\_ A.6 Legal Description (Microsoft Word format)

\_\_\_ A.7 Signed, Notarized Authorized Agent Form  
 (If application is being submitted by any person  
 other than the legal owner(s) of the property)

\_\_\_ B.1 Signed and Sealed Boundary Survey

\_\_\_ B.2 Two (2) Plan Sets, 24" x 30"

\_\_\_ C.1 Preliminary Concurrency Determination

\_\_\_ D.1 "As Built" Construction Drawings OR

\_\_\_ D.2 Performance Bond

\_\_\_ E.1 Two-Year Maintenance Bond

\_\_\_ E.2 Covenants

\_\_\_ E.3 Title Certificate

\_\_\_ E.4 Letters of Service

\_\_\_ E.5 HOA Documents and/or Maintenance Agreement

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 Elements and Procedures

After the Project Review Committee reviews the Final Plat submittal, applicants are required to follow the following checklist to ensure that the plat is recorded in a timely and efficient manner. Any deviation will result in a delay in the recording of the plat.

### **Additional Required Submittal Items:**

- 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)

### **Following PRC Review:**

- One (1) Mylar Copy of 24" x30" Plans for Recording

### **Following City Commission:**

- One (1) CD Copy of Signed Mylar for Record Keeping

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.