



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 - 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 documents listed below can be submitted electronically in PDF format.

**\*Final Plat Application Fee - \$700, 3rd & subsequent resubmittals - \$350 each.**

- |  |  |
|--|--|
| A.0 Final Plat Application*                      | B.1 Signed and Sealed Boundary Survey          |
| A.1 Property Card Printout (Include Parcel ID)   | B.2 Two (2) Plan Sets, 24" x 30"               |
| A.2 Current Deed                                 | C.1 Preliminary Concurrence Determination      |
| A.3 Aerial Photo / Location Map**                | D.1 "As Built" Construction Drawings OR        |
| A.4 Future Land Use Map**                        | D.2 Performance Bond                           |
| A.5 Zoning Map**                                 | E.1 Two-Year Maintenance Bond                  |
| A.6 Legal Description (Microsoft Word format)    | E.2 Covenants                                  |
| A.7 Signed, Notarized Authorized Agent Form      | E.3 Title Certificate                          |
| (If application is being submitted by any person | E.4 Letters of Service                         |
| other than the legal owner(s) of the property)   | 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 Documents & Fees**

The required submittal items listed above must be included when submitting the application package. **Note: All PDF files MUST be numbered and labeled as shown above.** Failure to include the above supporting documentation will delay processing of your application package. A sufficiency letter will be issued within seven (7) days of receipt of application package. 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: \_\_\_\_\_ Print Name: \_\_\_\_\_ 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.