



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 documents listed below can be submitted electronically in PDF format.

***Premiary Plan Application Fee - \$1,075, 3rd & subsequent resubmittals - \$537.50 each**

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