



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 - Re-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.

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

- A.0 Re-plat Application*
- 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 Concurrence 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 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 Re-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 with your Project Number and Project Name in the subject line.