

City of Lake Alfred  
120 E. Pomelo Street  
Lake Alfred, FL 33850



Phone: (863) 291-5748

[www.mylakealfred.com](http://www.mylakealfred.com)

**Community Development**

Building | Code Enforcement | Planning | Zoning

**Subdivision Review Checklist**

Name of Project: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Application Type**

- Lot Split** – Administrative Review of deed and survey only (Sec. 9.7.2)
- Minor Plat and Minor Replat** – No infrastructure dedications (Sec. 9.7.3)
- Major Replat** – (Sec. 9.7.3.H)
- Platted Subdivision** – (Sec. 9.7.4)

**Application Requirements (Per Section 9.7.4 ULDC)**

- Planning Application** - One (1) original completed and signed application.
- Application fee and deposit.**
- Property deed.**
- Certified survey** and legal description of the property and proposed split.
- Plat.** One (1) original full size signed and sealed subdivision plat.
  - 1. Prepared by a land surveyor in accordance with F.S. Ch. 177
  - 2. **Supplemental plat information.** Per Sec. 9.7.4.D.7.
    - a. Tabular Site Data
    - b. Lot information
    - c. Easements
    - d. Adjoining parcel information
- Title Opinion or property information report**
  - 1. Including all information required by F.S. 177.041
  - 2. Certification of paid property taxes.
- Permits.** All required final permits and approvals.

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**City Use Only**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

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- Declarations, Covenants, Deed Restrictions.** Per Sec. 9.7.4.D.7  
Documentation for maintenance of common facilities (this can include declarations, covenants, or deed restrictions prepared in accordance with laws of the state of Florida and satisfactory to the City Attorney).
- Electronic copy** of all documents listed above (by email to [cplanner@mylakealfred.com](mailto:cplanner@mylakealfred.com), CD delivered to Community Development Office, or available for download from data/file sharing site).

### Performance bond.

- Developer infrastructure form** with the estimated final cost of all infrastructure improvements.
- Cost estimate** and justification of outstanding work (Reduced by payouts)
- Bond** or Surety in the form of cash or Letter of Credit in the amount of **120%** of the certified cost estimate in compliance with ULDC Section 9.7.4.F

**OR**

### Acceptance of Infrastructure in Plat.

- As-Built drawings.** Certified as-built drawings for all infrastructure improvement in compliance with ULDC Section 9.7.4.D.
- Developer infrastructure form** with the final cost of all infrastructure improvements.
- Maintenance warranty bond** in compliance with ULDC Section 9.7.4.F

### Before City Commission approval and recording of the plat:

- Two (2) sets of executed mylars (Signatures, Clear Notary Stamps, and Darkened Seals Legible)
- Three (3) sets of exact duplicates paper copies of the executed mylars for final approval.
- Title Opining (within 30 days of recording)