



STAFF USE ONLY

Intake Date: _____

Fee Paid: _____

TOWN OF HAVERHILL

PERMITTING AND LICENSING DEPARTMENT

4585 Charlotte Street, Haverhill, Florida 33417 561-689-0370 Ext 1

SUBDIVISION AND/OR PLAT APPROVAL

NOTICE TO APPLICANTS: Per Town Code Section 54-2 (e), this application will not be considered or processed if there are outstanding town fines, liens, or code violations against any of the property to be considered for subdivision or against the owner of said property. In addition, no permit shall be issued for a lot of record that is not a valid non-conforming lot by virtue of it being subdivided from a larger lot of record without following the subdivision regulations in existence at the time the lot was subdivided.

INSTRUCTIONS TO APPLICANTS: Applicants for subdivision or plat approval are required to confer with the Town Planner & Town Administrator before preparing and submitting a preliminary subdivision plan in order to become familiar with the subdivision requirements and with the Ordinances of the Town affecting the area in which the proposed subdivision lies. See Town Code Chapter 54 "SUBDIVISIONS, PLATTING AND REQUIRED IMPROVEMENTS" of the Town of Haverhill Code of Ordinances for reference.

Complete all sections of this application. If not applicable, indicate by writing N/A.

SUBMIT THE FOLLOWING WITH THE APPLICATION:

1. 12 copies of the preliminary subdivision plans in accordance with the specifications of Town Code Section 54-4, 54-5 & 54-6 and preliminary plat which shall be a scale drawing and meet all requirements of a legal plat as indicated in Town Code Chapter 54.
2. 3 copies of a current survey of the entire property to be subdivided showing the existing buildings, structures, easements, and other improvements and meeting all the requirements of Florida Statutes Chapter 472.
3. 3 copies of the Building & Architectural Design (see requirements of Town Code Section 54-14 & 54-15).
4. Pay the fee in the amount of \$1,000.00.

PROPERTY OWNER AND AGENT

Property Owner of Record: _____

Address: _____

City: _____ State: _____ Zip: _____

Petitioner (if other than property owner): _____

Address: _____

City: _____ State: _____ Zip: _____

Agent: _____ Address: _____

City: _____ State: _____ Zip: _____

PROPERTY LOCATION

Parcel Control Number: _____

Security: _____ Township: _____ Range: _____ Total # of acres: _____

Project Name: _____

Project Address: _____

General Location (closest Intersection in miles or fraction thereof): _____

LAND USE AND ZONING INFORMATION

Present Zoning Designation: _____

Future Land Use Designation: _____

Existing Uses on Property: _____

Proposed Use: _____

WATER/SEWER/UTILITIES

Present Utilities: Well: _____ County Water: _____ Sewer: _____ Septic: _____

Underground Cabling: _____ # Fire Hydrants: _____

Proposed Utilities: Well: _____ County Water: _____ Sewer: _____ Septic: _____

Underground Cabling: _____ # Fire Hydrants: _____

PROJECT DESCRIPTION

Explain specific request (What is it you are seeking approval for):

[illegible]

Explain the character of the development, and the Building & Architectural Design (See Town Code Sections 54-14 & 54-15):

[illegible]

I HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF RECORD OF THE ABOVE-DESCRIBED PROPERTY OR THAT I (WE) HAVE WRITTEN PERMISSION FROM THE OWNER(S) OF RECORD TO REQUEST THIS ACTION

Signature of Owner / Applicant

Date

Print Name: _____

***** NOTARY *****

STATE OF FLORIDA
COUNTY OF PALM BEACH

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence, this

_____ day of _____, 20_____ by _____,

who is personally known or produced _____ identification

for an acknowledgment in an individual capacity.

Signature of Notary

Printed Name

(SEAL)

STAFF COMMENTS:

Town Planner _____ Date _____

Town Engineer _____ Date _____

Building Official _____ Date _____