



**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 APPLICATION**

**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. 3 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 renderings showing the Building & Architectural Design (see requirements of Town Code Section 54-15).
4. Pay the fee in the amount of \$1,000.00 (3 lots or under); or \$3,500 (over 3 lots).

**\*\*Please note that 12 copies of the final plans will be required once all comments by Town Staff have been addressed, if any.**

**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):

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

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

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

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 \_\_\_\_\_