



City of Rockledge

# PSP

## APPLICATION FOR PRELIMINARY PLAT

(Please type or print clearly in blue or black ink)

To be completed by City Staff:

Application No. PSP-\_\_\_\_\_

Subd. Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

### Section 1. APPLICANT / PROPERTY OWNER(S) / AGENT INFORMATION:

Name of Property Owner(s) \_\_\_\_\_

Residence Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Agent, if any \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

### Section 2. PROPERTY INFORMATION:

Physical Location of Property (Example: NW corner of "A" and "B" Streets)

\_\_\_\_\_  
\_\_\_\_\_

Legal Description of Property:

TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_ SECTION: \_\_\_\_\_ PARCEL #: \_\_\_\_\_

Parcel ID No. (assigned by Brevard County): \_\_\_\_\_

### Section 3. SIGNATURES OF OWNERS AND/OR AGENTS:

SIGN Name (Property Owner): \_\_\_\_\_

Print Name (Property Owner): \_\_\_\_\_

SIGN Name (Property Owner): \_\_\_\_\_

Print Name (Property Owner): \_\_\_\_\_

SIGN Name (Agent): \_\_\_\_\_

Print Name (Agent): \_\_\_\_\_

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Section 4. ATTACHMENTS AND EXHIBITS.

The following documents must be included when submitting the application package:

As to Section 1.

- A copy of the recorded deed or other legal instrument indicating proof of ownership
- If an agent is listed, a notarized letter or statement of authorization from the property owner(s) authorizing the agent to represent the owner(s) in connection with this application, OR a recorded Power of Attorney, Personal Representative Deed, Trustee Agreement, etc., in the agent's name.

As to Section 2.

- Legal description of the property. Provide the metes and bounds description in hard copy and electronic format (Microsoft Word is preferred).
- OFFICIAL Brevard County Property Appraiser's Map reflecting the boundaries of the subject property and indicating properties within a five hundred foot (500') radius of the subject property. The map must be scaled at 1"=200'.
  - A list of the names and addresses of all property owners within the 500' radius of the subject property. The list must correlate numerically with the map.
  - Mailing labels containing the names and addresses of those property owners within the 500' radius of the subject property, as in the previous item.

(The Official Map, List of Names and Addresses, and Mailing Labels referred to above must be acquired from the Brevard County Property Appraiser's Office.)

As to Application.

- Completed Development Fact Sheet
- Fifteen (15) copies of the proposed preliminary subdivision plat.
- A check in the amount of \$500.00 payable to the City of Rockledge. This amount represents the filing fee associated with the request, and includes the cost of legal advertising, document recording, etc. In the event that the costs exceed the fee amount, the applicant will be responsible to pay the difference.

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NOTICES TO APPLICANT

- Your application will not be processed unless it is complete and all attachments and exhibits are included.
- Once it has been determined that your application is complete, processing will begin and the required public hearing(s) will be scheduled for the first available opportunity.
- Please be aware that you, as applicant, owner, agent, or as an interested party, are prohibited from contacting individually any of the members of the Planning Commission either by telephone, in person, or in writing (including electronic mail).
- You will have the opportunity to provide input in open forum during the scheduled public hearing(s).
- All public hearings are conducted in accordance with the State of Florida Open Meetings Laws / Government in the Sunshine.

DEVELOPMENT FACT SHEET

APPLICANT / OWNER NAME: \_\_\_\_\_

PSP Application Number assigned by City Staff: \_\_\_\_\_

Name of Proposed Subdivision: \_\_\_\_\_

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Part 1. PROPERTY INFORMATION.

Physical Location of Property (e.g., NW corner of "A" and "B" Streets)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Size of Property in Acreage \_\_\_\_\_

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Part 2. CURRENT ZONING AND LAND USE DESIGNATIONS.

ZONING:

LAND USE (shown on Future Land Use Map)

Subject Site \_\_\_\_\_

Subject Site \_\_\_\_\_

North \_\_\_\_\_

North \_\_\_\_\_

South \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

West \_\_\_\_\_

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Part 3. NATURAL FEATURES.

Soil \_\_\_\_\_

Topography \_\_\_\_\_

Vegetation \_\_\_\_\_

Flood Hazard \_\_\_\_\_

Drainage \_\_\_\_\_

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Part 4. ENVIRONMENTAL QUALITY.

Water \_\_\_\_\_

Air \_\_\_\_\_

Noise \_\_\_\_\_

Historical/Archaeological \_\_\_\_\_

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Part 5. ATTACHMENTS/EXHIBITS TO DEVELOPMENT FACT SHEET.

To be determined by City Staff