



Cemetery Subdivision Review Procedure

Washington County Planning Office
1331 South Boulevard, Chipley FL 32428
Phone: (850) 415-5093
Email: scramer@washingtonfl.com

Definition, LDC Section 6.04.00

A "Cemetery Subdivision" is a parcel of land dedicated to and used or intended to be used for the permanent interment of human or animal remains. Cemeteries shall be required to comply with all platting requirements and shall be required to construct all applicable public facilities to the specifications required by the Washington County Land Development Code (LDC).

General Provisions, LDC 10.05.02

A special exception shall be designated as Type VIII if it is a cemetery located in any land use district.

Procedure

1. Pre-Application Review

- a. The sub-divider should consult early with the Planning Office, the Florida Department of Environmental Protection (FDEP), the Northwest Florida Water Management District (NFWMD), the Health Department and other pertinent agencies for advice and assistance.
- b. The sub-divider shall present sketch plans, and data containing existing conditions with the site and in its vicinity and the proposed layout and development of the subdivision for review.

Following a satisfactory pre-application review, the Planning Office will advise the applicant on subdivision and development classification, and platting requirements. *Where lands have been previously platted, and will be caused to be subdivided differently, vacation of the original plat may be required.*

2. Special Exception Application and Preliminary Plat Approval

- a. Submit Special Exception Application, \$250 filing fee, property deed and proof of paid property taxes.
- b. Submit a letter requesting review and approval of a Preliminary Plat and the appropriate preliminary plat fee (based on number of lots created)
- c. Submit preliminary plat and boundary survey in accordance with LDC Section 6.01.04. See "Preliminary Plat Specifications."
- d. Submit Parking Study and Parking Plans, Landscaping Plan and Signage Design and Placement (if applicable).
- e. Coordinate a Neighborhood Information Meeting (NIM) and submit all draft public noticing documentation to the Planning Office for review and approval. See "Public Notification Templates."
- f. Attend a Development Review Committee (DRC) Meeting. Typically held on the 2nd Wednesday of each month.
- g. Hold the Neighborhood Information Meeting (NIM) and submit audio or video recording to the Planning Office.
- h. Attend a Planning Commission Meeting.
- i. Attend a Board of County Commissioners Meeting.

3. Initiation of Physical Improvement Installation. Upon receipt of a Certificate of Preliminary Approval by the Planning Commission, the sub-divider may then proceed to grade the streets and install improvements. If improvements will not be completed prior to the filing of the Final Plat, a performance bond or other form of acceptable security shall be required.

4. Final Plat Approval. Upon completion of the physical development of the subdivision or otherwise satisfying the conditions of LDC Section 6.03.00, the sub-divider shall proceed with final plat review and approval.

- a. Submit a letter requesting review and approval of the Final Plat and the appropriate final plat fee (based on number of lots created).
- b. Submit the Final Plat with signed certifications in accordance with LDC Sections 6.01.06 and 6.01.07. See "Final Plat Specifications."
- c. If the subdivision contains fifty (50) lots or more, then the sub-divider must submit documentation in regards to the subdivision's registration with the Florida Division of Land Sales or an Exemption Letter from the Florida

Division of Land Sales.

- d. Submit draft public noticing documentation to Planning Office for review and approval.
- e. Attend a Planning Commission Meeting.
- f. If the property is located within a municipality, the sub-divider must submit the Final Plat to the Town or City Council for a resolution approving the subdivision and, and submit all a certified copy of the resolution to the Board of County Commissioners along with the Final Plat.
- g. Attend a Board of County Commissioners Meeting.

5. Recording of Final Plat. Upon approval of the final plat, the sub-divider must have the Final Plat recorded in the Office of the Clerk of Circuit Court within sixty (60) days of approval.

**Minor subdivisions as defined in LDC Section 6.00.03, may be reviewed through an abbreviated procedure in which the preliminary and final plat are submitted concurrently.*

***All plats must comply with the requirements of Chapter 177, Florida Statutes.*

Preliminary Plat Specifications, LDC Section 6.01.04

A boundary survey of the land being platted shall be submitted along with the Preliminary Plat

- A. **Scale.** The Preliminary Plat shall be clearly and legibly drawn at a scale not smaller than one hundred (100) feet to one (1) inch. In all cases, the scale used shall be of sufficient size to show all detail and shall be both stated and graphically illustrated by a graphic scale drawn on every sheet showing any portion of the lands subdivided.
- B. **Sheet Size.** Sheet size shall be twenty-four (24) inches by thirty-six (36) inches. If the complete plat cannot be shown on a sheet of this size, it may be shown on more than one (1) sheet with an index map on a separate sheet of enlarged scale. When more than one sheet must be used to accurately portray the lands subdivided, each sheet must show the particular number of that sheet and the total number of sheets included, as well as clearly labeled match lines to show where other sheets match or adjoin.
- C. **Ground Elevations and Topographic Map.** The Preliminary Plat shall show ground elevations based on the datum plane of the United States Coast and Geodetic Survey. This information may be presented on a separate sheet or topographic map. Topographic surveys shall be prepared by a Florida Registered Land Surveyor, quad sheets may not be used except for Preliminary Plats and drainage basin analysis.
 1. For land that slopes less than approximately two (2) percent, spot elevations shall be shown at all breaks in grade, along all drainage channels or swells, and at selected points not more than one hundred feet (100') apart in all directions.
 2. For land that slopes more than approximately two (2) percent, contours shall be shown with an interval of not more than ten feet (10') if the ground slope is regular or with an interval of not more than two feet (2') if the ground slope is irregular. United States Government quadrangle maps may be used to meet the needs of this section, but must be referenced at time of submittal.
 3. Preliminary Plats shall include approximate topography, streams, rivers, lakes, and other water or drainage features. This information may be taken from the USGS Quad Maps. However, for final plat approval, an actual topographical survey prepared by a Florida Registered Land Surveyor will be required.
- D. **Information to be Provided on Preliminary Plat.** The Preliminary Plat shall contain the following information.
 1. Name and address of owner of record and sub-divider and name and registration number of surveyor or engineer.
 2. Proposed name of subdivision and its acreage.
 3. North point, graphic scale and date.
 4. Vicinity map showing location and acreage of the subdivision.
 5. Exact boundary lines of the tract by bearing and distance.
 6. Existing streets, utilities and easements on and adjacent to the tract including the size, width and intended use of each.
 7. Proposed layout including streets, alleys and easements with both dimensions and proposed street names; lot lines (including recreational vehicle space, mobile home park, and cemetery lot lines) with approximate dimensions; land to be reserved for recreation and any land to be used for purposes other than single-family dwellings. If the subdivision will utilize onsite sewage disposal systems (i.e. septic tanks), then information necessary for the calculation of the area and mean width of the individual lots in accordance with Chapter 10D-6, FAC, shall be presented.
 8. Block and Lot numbers. All lots shall be numbered either by progressive numbers or, if in blocks, progressively numbered in each block, and the blocks progressively numbered or lettered, except that blocks in numbered additions bearing the same name may be numbered consecutively throughout the several additions.

9. Indication of zoning or future land use district boundaries for subject property and adjoining properties (even properties across the street from subject property). Such boundaries, if they exist, are to be shown and dimensioned on the plat.
10. Provisions for water supply, fire hydrants, sewerage and drainage, as required by the County Health Department, the Department of Environmental Protection, the Northwest Florida Water Management District, this and other ordinances and regulations of Washington County, and other pertinent agencies.
11. The name of the city, town, village, county, and state in which the land being platted is situated shall appear under the name of the plat as applicable.
12. Block corner radii dimensions shall be shown.
13. Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street, easement, and all other areas shown on the plat. When any lot or portion of the subdivision is bounded by an irregular line, the major portion of that lot or subdivision shall be enclosed by a witness line showing complete data, with distances along all lines extended beyond the enclosure to the irregular boundary shown with as much certainty as can be determined or as "more or less," if variable. Lot, block, street, and all other dimensions except to irregular boundaries, shall be shown to a minimum of hundredths of feet. All measurements shall refer to horizontal plane and in accordance with the definition of the U.S. Survey foot or meter adopted by the National Institute of Standards and Technology. All measurements shall use the $39.37/12=3.280833333333$ equation for conversion from a U.S. foot to a metric foot.
14. Curvilinear lots shall show the radii, arc distances, and central angles or radii, chord, and chord bearing, or both. Radial lines will be so designated. Direction of non-radial lines shall be indicated.
15. Sufficient angles, bearings, or azimuth to show direction of all lines shall be shown, and all bearings, angles, or azimuth shall be shown to the nearest second of arc.
16. All interior parcels shall be clearly indicated and labeled "Not Part of This Plat."
17. When it is not possible to show curve detail information on the map, a tabular form may be used.
18. Location and dimensions of land area utilized for placement of onsite water source facilities for fire protection systems as required by Section 6.07.02. of this Code. This land area and associated protection system may be held in common ownership of all owners in the subdivision, or may be dedicated to the County.
19. Minimum building front yard setback lines.
20. Location and dimensions of land area to be utilized for open space and/or recreational areas, whether to be in common ownership of all owners of the subdivision or to be dedicated to the County shall also be indicated.
21. The purpose of all areas dedicated must be clearly indicated and stated on the plat.
22. Location of streams, lakes, swamps and land subject to flooding as determined from past history of flooding. Special flood hazard areas shall be shown where the proposed subdivision or any part thereof is in an area subject to 100 year flooding. The delineation of these 100-year flood hazard areas should be placed on the Preliminary Plat. A note should be included on the plat indicating the Community Panel Number(s) of the FHBM or FIRM from which the data was derived and a notation of the flood zone(s) in which the subdivision is located. Base flood elevations shall also be shown.
23. For all lots which contain wetland areas, the amount of upland acreage.
24. Inscription stating "NOT FOR FINAL RECORDING."

- E. Disclosure as to the Availability of Sanitary Sewer Service.** The following disclosure statement shall be placed on the face of every plat proposed to be served by individual onsite sanitary sewer systems (i.e. septic tanks):

SANITARY SEWER SERVICE (SEPTIC TANK) AVAILABILITY DISCLOSURE EACH INDIVIDUAL LOT DEPICTED ON THIS PLAT HAS NOT BEEN APPROVED FOR DEVELOPMENT WITH SEPTIC TANKS BY THE WASHINGTON COUNTY HEALTH DEPARTMENT. THE COUNTY HEALTH DEPARTMENT WILL REQUIRE THE TESTING OF EACH INDIVIDUAL LOT PRIOR TO MAKING A DETERMINATION AS TO SUITABILITY OF UTILIZING SEPTIC TANKS FOR SANITARY SEWAGE DISPOSAL.

The sub-divider/developer shall also place a disclosure statement on the face of every instrument of transfer (i.e. deed, certificate of title, etc.) in accordance with LDC Section 6.01.10.

- F. Certificate of Preliminary Approval.** A certificate of approval of the Preliminary Plat by the Planning Commission shall be inscribed on the plat as follows:

"In that all the requirements of Preliminary Approval having been fulfilled, this subdivision plat was given Preliminary Approval by the Washington County Planning Commission on _____, _____. The Preliminary Approval does not constitute approval of the Final Plat. This Certificate of Preliminary Approval shall expire and be null and void on _____, _____."*

Date

Chairman, Washington County
Planning Commission

**Preliminary approval shall expire and be of no further effect twelve (12) months after the date of approval unless extended by the Planning Commission prior to expiration.*

Final Plat Specifications, LDC Sections 6.01.06, 6.01.07, and 6.01.08

- A. **Conformance with the Preliminary Plat.** The Final Plat shall conform to the conditions of the tentatively approved Preliminary Plat.
- B. **Original Tracing Specifications.** The Final Plat shall be clearly and legibly drawn on mylar. The scale shall be one hundred feet (100') or fifty feet (50') to an inch on a sheet twenty-four (24) inches by thirty-six (36) inches. If the complete plat cannot be shown on one (1) sheet of this size, it may be on more than one (1) sheet with an index map at an enlarged scale. The Final Plat shall have at least a one-half inch margin on each of three sides and a margin of three (3) inches on the left side of the plat.
- C. **Additional Specifications.** The Final Plat shall contain the following information in addition to the applicable items contained on the Preliminary Plat:
1. Name and address of owner of record and sub-divider and name and registration number of surveyor or engineer.
 2. North point, graphic scale and date.
 3. Vicinity map showing location and acreage of the subdivision.
 4. Names of owners of record of adjoining land with their approximate acreage.
 5. Location of streams, lakes, swamps and land subject to flooding.
 6. Municipal and County lines shall be accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.
 7. The closest land lot corner shall be accurately tied to the lines of the subdivision by distance and angles.
 8. Location of land dedicated for parks, schools, fire protection systems, or other major public facility if applicable (See LDC Section 6.07.02).
 9. Section, Township, and Range shall be shown. If in a land grant, the plat shall so state.
 10. Exact boundary lines of the tract, determined by a field survey, giving distances to the nearest one-hundredth (1/100) foot and angles to the nearest second, shall be balanced and closed with an apparent error of closure not to exceed one in five thousand.
 11. Name of subdivision in bold, legible letters, the name of the city, town, village, county and state in which the subdivision is situated, and the exact locations, widths, and names of all streets and alleys within and immediately adjoining the new subdivision shall be shown on the plat.
 12. The location of deed restrictions applying to the plat for recording; for which space shall be provided immediately beneath the subdivision name as follows: Deed restrictions for this plat are filed in the Official Records Book____, Page _____, and (are)(are not) accompanied by deed covenants.
 13. Street right-of-way lines shall show angles of deflection, angles of intersection, radii, and lines of tangents.
 14. Lot lines shall be shown with dimensions to the nearest one-hundredth (1/100) foot and bearings.
 15. Lots and blocks shall be numbered in numerical order, and the total land area (in acres) and land area located above the ordinary high water mark (in acres) shall be shown for each lot.
 16. Location, dimensions, and purposes of any easements and any areas to be reserved or dedicated for public use shall be shown on the plat.
 17. Accurate location, material, and description of monuments and markers shall be described on the plat.
 18. Minimum building front yard setback lines shall be shown.
 19. Permanent reference monuments (P.R.M.) shall be placed at each corner or change in direction on the boundary of the lands being platted; however, "P.R.M.'s" need not be set closer than 310 feet, but shall not be more than 1400 feet apart. In all cases there shall be a minimum of four "P.R.M.'s" placed on the boundary of the lands being platted. Where such corners are in an inaccessible place, "P.R.M.'s" shall be set on a nearby offset within the boundary of the plat and such offset shall be so noted on the plat. Where corners are found to coincide with a previously set "P.R.M.," the number on the previously set "P.R.M." shall be shown on the new plat or, if unnumbered, shall so state. Permanent reference monuments shall be set before the recording of the plat. Such "P.R.M." shall be shown on the plat by an appropriate designation.
 20. Permanent Control Prints (P.C.P.s) shall be set at the intersection of the centerline of the right-of-way at the intersection of all streets, at "P.C.'s", "P.T.'s", "P.R.C.'s" and "P.C.C.'s" and no more than 1,000 feet apart, on tangent, between changes of direction, or along the street right-of-way or block lines at each change in direction and no more than 1,000 feet apart. Such "P.C.P.'s" shall be shown on the plat by an appropriate

designation. "P.C.P.'s" shall be set prior to recording the Final Plat.

21. All contiguous properties shall be identified by subdivision title, plat book, and page, or, if un-platted, and shall be so designated. If the subdivision platted a re-subdivision of a part or the whole of a previously-recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made; the fact of its being a re-subdivision shall be stated as a subtitle following the name of the subdivision wherever it appears on the plat.
22. The Final Plat shall also include in a prominent place the following statement: "NOTICE: There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county."
23. Drainage, access, utilities, and all other easements shall be shown.

6.01.07 Final Plat Certifications

- A. **Owner's Surveyor's Certification.** A signed certification by a registered land surveyor and the appropriate seal certifying to the accuracy of the survey and the plat shall be placed on the Final Plat as follows:

Surveyor's Certification

"I hereby certify that this plat is a true and correct representation of the hereon described land which was recently surveyed and platted under my direction and supervision, and that permanent reference monuments and permanent control points have been set in accordance with Chapter 177, Florida Statutes. Survey data complies with all the requirements of Chapter 177, Florida Statutes. This plat meets the minimum technical standards set by the Florida Board of Land Surveyors."

By _____ Date _____
 Florida Registered Land Surveyor Number _____

- B. **Owner's Certification of Dedication.** A signed certification of ownership shall be placed on all Final Plats as follows:

Owner's Certification

"The undersigned certifies that he or she is the owner of the land shown on this plat and acknowledges this plat and allotment to be his free act and deed, and does hereby dedicate to the use of the public all land areas indicated on this plat as roads, streets, alleys, other right of way, fire protection systems, parks and recreation areas, and all easements for utilities, drainage and other purpose incident thereto as shown and depicted hereon."

Witness this _____ day of _____, _____

 Witness Owner

Title Recorded in Official Records Book _____ Page _____

For Mobile Home Parks and Recreational Vehicle Parks where the platted land is under one (1) ownership, it shall not be necessary to dedicate all roads, streets, etc. to the County. For this reason, the Owner's Certification may be modified to read as follows:

Special Owner's Certification

"The undersigned certifies that he or she is the owner of the land shown on this plat and acknowledges this plat and allotment to be his free act and deed, and certifies that the lots contained within this plat will not be offered for sale."

Witness this _____ day of _____, _____

 Witness Owner

Title Recorded in Official Records Book _____ Page _____

- C. **Mortgagee's Certification of Dedication.** A signed certification of dedication shall be placed on the Final Plat as follows by each and all mortgagees having a record interest in the lands subdivided:

Mortgagee's Consent to Dedication

"The undersigned hereby certifies that it is the holder of a mortgage, lien or other encumbrance upon the land shown on this plat, and the undersigned hereby joins in and consents to the dedication of the land described by owner thereof, and agrees that its mortgage, lien or other encumbrances shall be subordinated to the owner's dedication."

Witness this _____ day of _____, _____

Witness Mortgagee

Mortgage Recorded in Official Records Book _____ Page _____

Witness Mortgagee

Mortgage Recorded in Official Records Book _____ Page _____

- D. **Title Certification.** A signed certification of title opinion by an Attorney at Law or by a Title Company licensed in the State of Florida, shall be placed on the Final Plat as follows:

Title Certification

"It is my opinion as the undersigned Attorney at Law or as the Title Company representative, licensed in the State of Florida, that title to the land described here on is in the name of the Dedicators as shown here on and that there are no unsatisfied mortgages, liens, or other encumbrances on the land except as noted hereon."

Signed this _____ day of _____, _____

Attorney at Law or Licensed
Title Company Representative

Company Name

- E. **County Surveyor's Certificate of Reviews.** A signed certification by the county surveyor or his authorized representative shall be placed on the plat as follows:

"Pursuant to Section 177.081, Dedication and Approval. I have reviewed this survey "Pursuant to Section 177.081, Dedication and Approval. I have reviewed this survey plat and found it to be substantially complete and include the requirements stated for platting in Chapter 177 of the Florida Statutes."

County Surveyor or Agent

Date

- F. **Certificate of Approval of the County Engineer.** A signed certification by the County Engineer or his authorized agent shall be placed on the Final Plat as follows:

"I have performed the required inspections and certify that the owner, or his agent, has completed the construction, and installation of the streets, drainage utilities, and other improvements in accordance with the laws and specifications of Washington County, Florida, or has posted appropriate bonds or cash in lieu thereof in accordance with Section 6.03.00 of this Code."

County Engineer or Agent

Date

- G. **Certificate of Approval by the Planning Commission.** A signed certification of the Planning Commission shall be placed on the Final Plat as follows:

"We certify that the owner, or his agent, has complied with all provisions and specifications of the Washington County, Florida, Subdivision Regulations or has posted appropriate bonds or cash in lieu thereof in accordance with Section 6.03.00 of this Code."

Chairperson, Washington County
Planning Commission

Date

- H. **Private Subdivision Disclosure.** All private subdivisions shall have a disclosure statement placed on the Final Plat as follows:

"IMPORTANT: The _____ (fill in streets, water, and sewer facilities, or other subdivision improvements, as applicable) serving the lots in _____ (fill in name of subdivision) have not been accepted by Washington County for ownership or maintenance."

- I. **Certificate of Approval by the Clerk of the Circuit Court.** A signed certification by the Clerk of the Circuit Court shall be placed on the Final Plat as follows:

"I _____, the Clerk of the Circuit Court of Washington County certify that this plat complies with all requirements of the Plat Act (Chapter 177, Florida Statutes), and the same was filed for record in Plat Book _____ Page _____ of said County on the _____ day of _____, _____."

Clerk of Circuit Court,
Washington County, Florida

Date

6.01.08 Final Plat Approval

- A. **Certificate of Final Approval by the Governing Body.** Certification of Final Approval by the Governing Body shall be placed on the Final Plat only after every item in Sections 6.01.05, 6.01.06, 6.01.07, 6.000 and 6.08.00 (if applicable) of this Article has been complied with and shall state the following:

"I certify that all the requirements for Final Approval of this Plat has been fulfilled in accordance with the Regulations of Washington County, Florida, and the requirements of the Washington County Planning Commission."

Chairperson, Board of County
Commissioners Washington County, Florida

Date

*****Note:** *If the subdivision is located within the corporate limits of any incorporated municipality, the County Commission shall not approve the Final Plat until such time that the Commission is furnished with a certified copy of a resolution of the Town or City Council approving final approval of the subdivision.*

B. General Requirements

1. No changes, erasures, modifications or revisions shall be made in any subdivision plat after final approval has been given and endorsed in writing on said plat (except for notations with regard to vacations - See Section 6.05.04). In the event that any subdivision plat, when recorded, contains any changes, the plat shall be considered null and void, and the Planning Commission shall then file a correct plat as approved, noting the reasons for such filing. Any erasures made on a plat prior to its signing shall be initialed and dated by the Chairman of the Washington County Planning Commission at the time of signing.
2. Upon application by the sub-divider, the Planning Commission may make a reasonable extension of the approval provided, however, the Planning Commission may require the layout be revised according to any change in regulations or ordinance applicable to the layout subsequent to the first approval.
3. Expiration of an approval shall mean that any further action will require a new filing fee as well as a review of all previous findings. Final Plats not recorded within sixty (60) days of the date of approval shall become null and void and a new application shall be required.

Public Notification Templates

Property Owner Notification Letters

“NOTICE OF PUBLIC HEARING REGARDING PROPOSED SUBDIVISION

In accordance with Section 10.02.03 of the Washington County Land Development Code notification is hereby provided to all real property owners which are located within 300 feet of the affected property for which a subdivision is proposed. A [INSERT SUBDIVISION TYPE i.e. “non-residential minor subdivision”] is proposed for the division of [describe property division] to be located within the affected property/properties as hereby described:

*[INSERT PARCEL NUMBERS AND/OR ADDRESSES, IF APPLICABLE]
[INSERT LEGAL DESCRIPTIONS AND LOCATION MAP]*

Public Hearings are tentatively scheduled to be held as follows. In the event of a hearing cancellation, additional notifications will be issued.

A Neighborhood Information Meeting (NIM) will be held by the applicant on [INSERT NIM DATE] at [INSERT NIM TIME] Central Standard Time (CST) at [INSERT NIM LOCATION].

The Washington County Planning Commission will hold a Public Hearing regarding the abovementioned proposed development on [INSERT PLANNING COMMISSION DATE] at 5:00 p.m. CST in the Washington County Board of County Commissioners Board Room located at 1331 South Boulevard, Chipley, Florida 32428.

A second Public Hearing will be held regarding the abovementioned proposed development on [INSERT BOARD OF COUNTY COMMISSIONERS MEETING DATE] at 9:00 a.m. CST in the Washington County Board of County Commissioners Board Room located at 1331 South Boulevard, Chipley, Florida 32428.

Records pertaining the abovementioned request are available for public review at the Washington County Planning Office located at 1331 South Boulevard, Chipley, Florida 32428. For additional information, contact the Planning Office at (850) 415-5093 or scramer@washingtonfl.com.

Required Deliverables to Planning:

1. Draft copy of notification letter – Submit to Planning Office for review and approval with application prior to distribution
2. List of property owners within 300 feet of subject property (Planning Office will provide)
3. Certified mail receipts (green cards) – To be submitted to Planning Office prior to Neighborhood Information Meeting

Newspaper Advertisement

NOTICE OF PUBLIC HEARING REGARDING PROPOSED SUBDIVISION

In accordance with Section 10.02.03 of the Washington County Land Development Code public notification is hereby provided in regards to a [INSERT SUBDIVISION TYPE] subdivision which is proposed for the division of [DESCRIBE SUBDIVISION] to be located within the affected property/properties as hereby described:

[INSERT PARCEL NUMBERS AND/OR ADDRESSES, IF APPLICABLE]

[INSERT LEGAL DESCRIPTIONS AND LOCATION MAP]

Public Hearings are tentatively scheduled to be held as follows. In the event of a hearing cancellation, additional notifications will be issued.

A Neighborhood Information Meeting (NIM) will be held by the applicant on [INSERT NIM DATE] at [INSERT NIM TIME] Central Standard Time (CST) at [INSERT NIM LOCATION].

The Washington County Planning Commission will hold a Public Hearing regarding the abovementioned proposed development on [INSERT PLANNING COMMISSION DATE] at 5:00 p.m. CST in the Washington County Board of County Commissioners Board Room located at 1331 South Boulevard, Chipley, Florida 32428.

A second Public Hearing will be held regarding the abovementioned proposed development on [INSERT BOARD OF COUNTY COMMISSIONERS MEETING DATE] at 9:00 a.m. CST in the Washington County Board of County Commissioners Board Room located at 1331 South Boulevard, Chipley, Florida 32428.

Records pertaining the abovementioned request are available for public review at the Washington County Planning Office located at 1331 South Boulevard, Chipley, Florida 32428. For additional information, contact the Planning Office at (850) 415-5093 or scramer@washingtonfl.com.

Required Deliverables to Planning:

1. Draft copy of newspaper advertisement for review and approval – Submit with application
2. Proof of Publication of Newspaper Advertisement – Submit prior to Neighborhood Information Meeting

Public Notice Signs

*In accordance with Section 10.02.03 of the Washington County Land Development Code public notification is hereby provided for public hearings related to [INSERT SUBDIVISION TYPE] subdivision which is proposed for the division of [DESCRIBE SUBDIVISION] to be located within the affected property as hereby described:
[INSERT PARCEL NUMBERS AND/OR ADDRESSES, IF APPLICABLE]*

Upcoming Public Hearings

Neighborhood Information Meeting: [INSERT DATE, TIME LOCATION]

Planning Commission: [INSERT DATE, TIME LOCATION]

Board of County Commission Meeting: [INSERT DATE, TIME LOCATION]

Required Deliverables to Planning:

1. Affidavit stating that sign will be posted at least 10 days prior to public hearings
2. Sign mock-ups or proofs – Submit with application for approval prior to display



AFFADAVIT TO POST SIGN

Washington County Planning Office
1331 South Boulevard, Chipley FL 32428
Phone: (850) 415-5093
Email: scramer@washingtonfl.com

*****IN THE EVENT OF HEARING CANCELLATION, THE APPLICANT IS RESPONSIBLE FOR RE-ISSUING NOTIFICATIONS AS NECESSARY TO ENSURE PROPER PUBLIC NOTIFICATION WHICH ADHERE TO THE REQUIREMENTS OF THE WASHINGTON COUNTY LDC.**

Applicant Affidavit

I hereby certify that I will post the required on-site sign in accordance with Section 10.02.03 of the Washington County Land Development Code. I understand that knowingly providing a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be subject to a misdemeanor of the second degree pursuant to Section 837.06, Florida Statutes.

Applicant Signature

Date

Printed Name: _____

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, by

Notary Signature

Personally Known OR Produced Identification
Type of Identification Produced _____