



Town of St. Leo

P.O. Box 2479, 34544 County Road 52
Saint Leo, Florida 33574
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TownClerk@TownofStLeo.org
www.TownofStLeo.org

Subdivision Plat Review Application

DATE SUBMITTED _____

All applications are to be filled out completely and correctly. The applicant, by filing this application, agrees to comply with all requirements of the Town of St. Leo Land Development Code (LDC). If variances are requested, a public hearing will be scheduled and conducted pursuant to quasi-judicial proceedings. No revisions to the application request will be processed later than 14 days prior to the scheduled Town Commission meeting. It is necessary for the applicant or applicant's representative to be present at the meeting.

IT IS INCUMBANT UPON THE APPLICANT TO SUBMIT CORRECT INFORMATION. ANY MISLEADING, DECEPTIVE, INCOMPLETE OR INCORRECT INFORMATION MAY INVALIDATE APPROVAL.

Applicant (title holder[s]) _____

Applicant's Address _____

Phone _____ Fax _____ Email _____

Representative (Affidavit of Authorization /Ownership is required) _____

Phone _____ Fax _____ Email _____

Architect/Engineer/Planner/ Contractor _____

Address _____

Phone _____ Fax _____ Email _____

Date Property Title Obtained _____ Parcel # _____

Legal Description* _____

Property Address _____

Request* _____

*Please attach if lengthy

SUBMITTAL REQUIREMENTS: One copy of the application, narrative, and proposed preliminary and/or final plat pursuant to standards and requirements of LDC Article XIV Subdivisions are to be submitted. Upon determination of completeness, three sets of the application and proposed preliminary and/or final plat and construction drawings are required. If trees are proposed to be removed, a tree survey site may be required if deemed applicable by LDC Article XII Landscape Buffering and Tree Protection.

FEE: The applicant will be responsible for a \$50.00 application fee and for actual expenses related to the Town of St. Leo's Attorney, Planning Consultant and other Town of St. Leo staff review of the application. This may include, but is not limited to: cost of public notices, time spent reviewing the application for completeness, site inspection(s), preparing a report to the Town Commission, telephone conversations and/or written correspondence to the applicant and others, attending any meetings with the applicant, and attending public hearings. The Town Commission may request an advanced partial payment based on an estimate of the Planning Consultant and Attorney fees and expenses.

Signature of Title Holder(s)/Owner(s) _____

Date \$50.00 Application Fee Paid _____