



LAND DEVELOPMENT DIVISION

120 Malabar Road SE • Palm Bay, FL 32907 • Telephone: (321) 733-3042

Landdevelopmentweb@palmbayflorida.org

PRELIMINARY SUBDIVISION PLAN APPLICATION

This application must be deemed complete and legible, and must be returned by the first day of the month during division office hours, with all enclosures referred to herein, to the Land Development Division, Palm Bay, Florida, to be processed for consideration the following month at the earliest by the Planning and Zoning Board. The application will then be referred by the Planning and Zoning Board for study and recommendation to the City Council. You or your representative are required to attend the meeting(s) and will be notified by mail of the date and time of the meeting(s). The Planning and Zoning Board holds their regular meeting the first Wednesday of every month at 7:00 p.m. in the City Hall Council Chambers, 120 Malabar Road SE, Palm Bay, Florida, unless otherwise stated.

PROPOSED SUBDIVISION NAME:

PARCEL ID(S):

TAX ACCOUNT NUMBER(S):

LEGAL DESCRIPTION OF THE PROPERTY COVERED BY THIS APPLICATION: (attach additional sheets if necessary):

HIGHWAY, STREET BOUNDARIES, AND NEAREST CROSSROADS:

SIZE OF AREA COVERED BY THIS APPLICATION (calculate acreage):

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TOTAL LOTS PROPOSED (list by use):

INTENDED USE OF PROPERTY:

ZONE CLASSIFICATION AT PRESENT (ex.: LI, CC, etc.):

**THE FOLLOWING PROCEDURES AND ENCLOSURES ARE REQUIRED TO COMPLETE THIS
PRELIMINARY SUBDIVISION PLAN APPLICATION:**

*A \$500.00 application fee. Make Check payable to “City of Palm Bay.”

Two (2) copies of the preliminary subdivision plan and required supplementary material required by [Chapter 184.27](#), Palm Bay Code of Ordinances. **The preliminary plan shall also be provided on Memory Drive.** No plat required for submittal.

List of legal descriptions of all properties within a 500-foot radius of the boundaries of the property covered by this application, together with the names and mailing addresses (including zip codes) of all respective property owners within the above referenced area. (This should be obtained for a fee from the Brevard County Planning and Zoning Department at (321) 633-2060.)

Citizen Participation Plan. Refer to [Section 169.005](#) of the Land Development Code for guidelines.

School Board of Brevard County School Impact Analysis Application (if applicable). The application is obtained from the Planning and Project Management Department of the School Board of Brevard County at (321) 633-1000, extension 11418.

Sign(s) posted on the subject property. Refer to [Section 51.07\(C\)](#) of the Legislative Code for guidelines. Staff will provide a sign template.

Where the property owner is not the representative for the request, a [LETTER](#) must be attached giving the notarized consent of the property owner(s) to a representative to request the preliminary subdivision plan approval.

Name of Representative

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I, THE UNDERSIGNED UNDERSTAND THAT THIS APPLICATION MUST BE COMPLETE AND ACCURATE BEFORE CONSIDERATION BY THE PLANNING AND ZONING BOARD/LOCAL PLANNING AGENCY AND CERTIFY THAT ALL THE ANSWERS TO THE QUESTIONS IN SAID APPLICATION, AND ALL DATA AND MATTER ATTACHED TO AND MADE A PART OF SAID APPLICATION ARE HONEST AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING PRELIMINARY SUBDIVISION PLAN APPLICATION AND THAT THE FACTS STATED IN IT ARE TRUE.

Owner Signature	Date
Printed Name	
Full Address	
Telephone	Email

NOTE: APPROVAL OF A PRELIMINARY SUBDIVISION PLAN (PLAN) SHALL NOT CONSTITUTE APPROVAL OF THE FINAL PLAT. FURTHER, IT SHALL BE DEEMED AN EXPRESSION OF APPROVAL OF THE LAYOUT SUBMITTED ON THE PLAN AS A GUIDE TO THE PREPARATION OF FINAL PLAT WHICH WILL BE SUBMITTED FOR APPROVAL OF THE PLANNING AND ZONING BOARD AND FOR RECORDING UPON FULFILLMENT OF THE REQUIREMENTS AND CONDITIONS OF THIS APPROVAL.

IF THE PLAN INVOLVES A REPLAT OF THE SAME LANDS, FINAL PLAT APPROVAL WILL BE CONDITIONED UPON APPLICANT FULLY COMPLYING WITH FLORIDA STATUTES CHAPTER 177, REGARDING VACATION AND ANNULMENT OF PRIOR LANDS. NOTICE IS GIVEN TO YOU AT THIS TIME SO YOU MAY BEGIN THE REQUIRED PROCEDURE FOR VACATING PLAT. ALL DOCUMENTS REQUIRED BY F.S. 177 MUST BE SUBMITTED TO THE CITY CLERK PRIOR TO FINAL PLAN APPROVAL

SHOULD THE DEVELOPER OR OWNER OR THEIR SUCCESSORS, HEIRS, OR ASSIGNS EXECUTE A DOCUMENT ENTITLED "EASEMENT AGREEMENT" WITH THE MELBOURNE-TILLMAN WATER CONTROL DISTRICT, THE CITY OF PALM BAY WILL NOT AT ANY TIME ACCEPT SUCH STRUCTURE FOR MAINTENANCE PURPOSES. FURTHER, THE CITY OF PALM BAY WILL TAKE NO FORMAL ACTION TO ACCEPT ANY DEDICATION OF SUCH STRUCTURES.

COPIES OF THE SUBDIVISION ORDINANCE, [CHAPTER 184](#), PALM BAY CODE OF ORDINANCES ARE AVAILABLE AT THE PALM BAY LAND DEVELOPMENT DIVISION.

***NOTE: APPLICATION FEE IS NON-REFUNDABLE UPON PAYMENT TO THE CITY**