



## LAND DEVELOPMENT DIVISION

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

[Landdevelopmentweb@palmbayflorida.org](mailto:Landdevelopmentweb@palmbayflorida.org)

## COMMUNITY DEVELOPMENT DISTRICT PETITION INSTRUCTION SHEET

The following instructions have been prepared to assist you through the Community Development District (CDD) review process. The following items must be provided for staff review. If you need additional information or have questions, please contact the Land Development Division at (321) 733-3042.

The petition is to establish, amend, or dissolve a CDD. The following requirements relate solely to the petition that must fully document and address all requirements of Chapter 190, Florida Statutes, except for submittal of a copy of the entire currently adopted local government comprehensive plans. Citation of applicable text with source documentation shall suffice.

### A. AUTHORIZED APPLICATION

1. **OWNER'S NOTARIZED CONSENT.** Notarized letters from each property owner must be submitted granting the representative authority to act on their behalf. The letter(s) must specifically state the owner's consent to establish, amend, or dissolve the named District.

### B. DOCUMENTS REQUIRED

1. **APPLICATION FEE.** Payment is \$7,500 to establish a CDD; \$3,750 for an amendment; or \$1,500 for dissolution. The application fee is non-refundable upon payment.
2. **METES AND BOUNDS DESCRIPTION** of the External Boundaries of the CDD. Any real property within the external boundaries of the district which is to be excluded from the district shall be specifically described, and the last known address of all owners of such real property shall be listed. The petition shall also address the impact of the proposed district on any real property within the external boundaries of the district which is to be excluded from the district.
3. **MAP OF CDD WATER AND SEWER MAINS** showing the External Boundaries and current major trunk water mains and sewer interceptors and outfalls existing and proposed (indicate which) at time of application. Identify on the map any real property to be excluded from the CDD and attach a list of parcel ID numbers, ownership, and last known addresses of the owners. The map of water and sewer mains is not required to dissolve a CDD.

4. **DEED(s).** A copy of the parcel ID number(s) and deed(s) must be submitted. Written consent of 100 percent of the owners of the real property included in the CDD must be documented by proof of control of deed(s), trust agreement, or contract, or option of 100 percent of the real property included in the CDD. If the individual submitting the application as owner is other than the individual(s) listed on the deed or is signing as representative(s) of a corporate entity or partnership, an authorization for signature must be provided. If an additional page is needed for owners' signatures, the attachment must reference the action being requested.
5. **WRITTEN CONSENT.** The written consent to the establishment/amendment/dissolution of the district by all landowners whose real property is to be included in the district or documentation demonstrating that the petitioner has control by deed, trust agreement, contract, or option of 100 percent of the real property to be included in the district, and when real property to be included in the district is owned by a governmental entity and subject to a ground lease as described in Section 190.003(14), Florida Statutes, the written consent by such governmental entity.
6. **CDD BOARD OF SUPERVISORS LIST.** List Names, Addresses, and Phone and Fax Numbers for the five (5) initial Board of Supervisors of the CDD, who shall serve in that office until replaced by elected members as provided in Section 190.006, Florida Statutes. The Board of Supervisors List is not required to amend or dissolve the CDD.
7. **PROPOSED NAME** of the Community Development District. Provide existing name of CDD to amend or dissolve CDD.
8. **PROPOSED CONSTRUCTION TIMETABLE AND ESTIMATED COSTS** for construction of the district services and the estimated costs of constructing the proposed services, and proposed infrastructure plan. These estimates shall be submitted in good faith but shall not be binding and may be subject to change. The Proposed Construction Timetable and Estimated Costs is not required to dissolve the CDD.
9. **MAP SHOWING THE FUTURE LAND USE CLASSIFICATION FOR CDD** including a designation of the future general distribution, location, and extent of public and private uses of land proposed for the area within the district by the future land use plan element of the effective local government comprehensive plan. The Map of the Future Land Use Classification is not required to dissolve the CDD.
10. **STATEMENT OF ESTIMATED REGULATORY COSTS** in accordance with Section 120.54(2), Florida Statutes. The Statement of Estimated Regulatory Costs is not required to dissolve the CDD.

### C. FILING THE APPLICATION

1. After you have assembled all the necessary materials, please upload your documents into the City's online IMS Portal, and provide the original hard set to:

City of Palm Bay  
c/o Land Development Division  
120 Malabar Road SE  
Palm Bay, Florida 32907

2. Once staff has reviewed the application for completeness and accuracy, City Council hearing dates will be assigned.
3. Upon assignment of the City Council hearing dates, **the petitioner is required to cause a notice of the hearing to be published in the Florida Today newspaper to be displayed per F.S. 190.005(1)(d) requirements. The notice will list First and Final hearing dates and will run at least once a week for four (4) successive weeks prior to the first hearing date.** The draft of the ad shall be provided for staff review and approval prior to submittal to the newspaper. Affidavit proofs of each of the four ads shall be provided to staff.