

# NEW SUBDIVISION CHECKLIST

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## EXPEDITED PERMITS BEFORE FINAL PLAT – (FSS 177.073)

- Expedited Application, signed by Owner
- Approved Preliminary Plat
- Approved applications for electric, gas, water, and wastewater
- Performance Bond (130%) – per phase
- Hold Harmless Agreement
- No more than 50% of the subdivision will be permitted prior to Final Plat – FSS 177.073(2)(a)
- All structures are to remain unoccupied – FSS 177.073(6)
- No TCOs or C/Os issued prior to Final Plat – FSS 177-073(7)(b)

## PRE-PLAT EXPEDITED BUILDING PERMIT APPLICATION REQUIREMENTS (LDR Section 2.11.00)

- The total number of model homes within a subdivision shall not exceed five (5) units or 10% of the subdivision – LDR Section 2.11.00(B)
- A site map of model home locations will need to be provided and approved prior to building permits being issued.
- On-site sewer and water clearances are needed prior to building permits being issued.
- A cleared and approved fire hydrant is required within 500 ft of unit being permitted.
- Approved road base suitable for emergency vehicles, road base will be maintained by developers, if not maintained for vehicle traffic or protection of infrastructure stop work orders will be issued.
- No CO's will be issued prior to final plat approval – LDR Section 2.11.00(F)

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## BUILDING PERMIT APPLICATION and REQUIRED DOCUMENTS (See Checklist attached)

**PLOT PLAN** – Anti-monotony - plot plan should show the Model/Type and Garage handing for adjacent lots.

LDR Section 6.02.03(C) - *No two homes shall be alike if located side-by-side unless they are a mirror image of one another. As the dwelling unit is viewed from the front or rear facing a street, the dwelling unit's roof line shall not be repeated by another dwelling unit that is located closer than two (2) dwelling units on either side of the subject dwelling unit.*

## LANDSCAPING LAYOUT

LDR Section 6.02.04(A) - *At a minimum, the front yard of every single-family dwelling shall be equipped with an underground irrigation system for lawn and landscaping.*

LDR Section 6.02.04(B) - *At a minimum, the landscaping of every single-family dwelling shall include one large canopy tree, plus four small trees/large shrubs and 12 small shrubs in the front yard.*

No landscaping required for temporary parking lots.

## MECHANICAL EQUIPMENT LOCATION

LDR Section 6.02.02(A)(4) - *Where side yard setbacks are five (5) feet or less, such equipment must be located in the rear yard*

## FLORIDA WATER STAR CERTIFICATES

FWS Certificate of Design at permit submission and FWS Certification of Completion at Building Final required prior to issuance of C/O – *see attached*

**PERMITS FOR SALES CENTER MODEL HOMES REQUIRE CONVERSION PERMIT BE SUBMITTED AT THE SAME TIME**



PRELIMINARY SUBDIVISION PLAT
EXPEDITED RESIDENTIAL APPLICATION

Florida Building Code
in effect: 8th Edition

PURPOSE OF APPLICATION - Submission, review and request for issuance of building permits in accordance with the Florida Building Code and Florida State Statute 177.073 before final plat is recorded in the public records by the Polk County Clerk of Court.
APPLICANT NAME:
ADDRESS:
CITY, STATE ZIP:
CONTACT PHONE #:
CONTACT EMAIL:
SUBDIVISION NAME & PHASE or NUMBER:

% OF HOMES REQUESTED IN THIS PHASE \_\_\_\_\_ (or) # OF HOMES REQUESTED IN THIS PHASE \_\_\_\_\_

FLORIDA STATUTES Chapter 177.073
FSS 177.073(6) - The governing body, ("the City of Davenport"), must issue the number or percentage of building permits requested by an applicant in accordance with the Florida Building Code and this section, provided the residential buildings or structures are unoccupied, and all of the following conditions are met:
(a) The City of Davenport has approved a preliminary plat for each residential subdivision or planned community.
(b) Applicant provides proof to the City of Davenport that the applicant has provided a copy of the approved preliminary plat, along with the approved plans, to the relevant electric, gas, water, and wastewater utilities.
(c) The applicant holds a valid performance bond for up to 130% of the necessary improvements, as defined in FSS 177.031(9), that have not been completed upon submission of the application under this section. A separate valid performance bond is required on a phase-by-phase basis.
FSS 177.073(7)(a) - Applicant may contract to sell but may NOT transfer ownership of a residential structure or building located in the residential subdivision or planned development until the Final Plat is approved by the City of Davenport and recorded in the public records by the Polk County Clerk of Courts.
FSS 177.073(7)(b) - Applicant may NOT obtain a temporary certificate of occupancy (TCO) or a final Certificate of Occupancy (CO) for any residential structure or building for which a building permit is issued until the Final Plat is approved by the City of Davenport and recorded in the public records by the Polk County Clerk of Court
FSS 177.073(8) - Applicant has a vested right in a preliminary plat that has been approved the City of Davenport if all of the following conditions are met:
(a) The applicant relies in good faith on the approved preliminary plat or any amendments thereto.
(b) The applicant incurs obligations and expenses, commences construction of the residential subdivision or planned community, and is continuing in good faith with the development of the property.
FSS 177.073(9) - Upon the establishment of an applicant's vested rights in accordance with subsection (8), the City of Davenport may not make substantive changes to the preliminary plat without the applicant's written consent.
FSS 177.073(10) - An applicant must indemnify and hold harmless the City of Davenport, its governing body, its employees, and its agents from liability or damages resulting from the issuance of a building permit or the construction, reconstruction, or improvement or repair of a residential building or structure, including any associated utilities, located in the residential subdivision or planned community. Additionally, an applicant must indemnify and hold harmless the local government, its governing body, its employees and its agents from liability or disputes resulting from the issuance of a certificate of occupancy for a residential building or structure that is constructed, reconstructed, improved, or repaired before the approval and recordation of the final plat of the qualified project. This indemnification includes, but is not limited to, any liability and damage resulting from wind, fire, flood, construction defects, bodily injury, and any actions, issues, or disputes arising out of a contract or other agreement between the developer and a utility operating in the residential subdivision or planned community. However, this indemnification does not extend to governmental actions that infringe on the applicant's vested rights.
By signing this application, it is agreed that the applicant consents to the above requirements, hold harmless, and understands C/Os will NOT be issued until the 911 Addressing system has assigned street addresses and the Final Construction Plans, including but not limited to roads, drainage, grading, landscaping and utilities are approved by the City of Davenport.

OWNER'S NAME \_\_\_\_\_ OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STATE OF \_\_\_\_\_
COUNTY OF \_\_\_\_\_

Sworn to, subscribed and acknowledged before me by means of [ ] physical presence or [ ] online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ who is [ ] personally known to me (or) [ ] has produced \_\_\_\_\_ as identification.

NOTARY PUBLIC, STATE OF \_\_\_\_\_
(SEAL) \_\_\_\_\_

BUILDING OFFICIAL'S NAME \_\_\_\_\_ BUILDING OFFICIAL'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_