



Hillsborough County City-County Planning Commission

April 13, 2026

City of Tampa Land Development Code (LDC) Text Amendment: Article II, Division 8, Chapter 27 – Subdivision Procedures

Presenter:

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Summary:

The proposed publicly initiated text amendment, initiated by City staff, to the City of Tampa's Code of Ordinances seeks to update Article II, Division 8, Chapter 27 related to subdivision procedures to comply with recent changes in Florida Statutes. These changes include clarifying that construction drawings refer to infrastructure construction drawings, establishing a timeline for application filing and administrative review, adding additional regulations and timeframes for plan approvals, and removing sections that are no longer required under state statutes.

Planning Commission staff has reviewed the proposed Land Development Code (LDC) amendment and determined the request is consistent with the following provisions of the Comprehensive Plan:

- The request continues to streamline the development review process and ensure municipal codes remain sensitive to the changing trends and needs of Tampa's neighborhoods (*LU Policies 8.16.1, 13.4.1*).

This text amendment is part of the July 2025 cycle of text amendments. The Planning Commission is required to review Land Development Regulations for consistency with the adopted City of Tampa Comprehensive Plan in accordance with Chapter 163.3194(2) Florida Statutes, and Chapter 97-351 Laws of Florida, and provide findings to the Tampa City Council.

Recommended Action:

Find the proposed LDC text amendment, relating to subdivision procedures requirements, **CONSISTENT** with the *Tampa Comprehensive Plan*, and forward this recommendation to Tampa City Council.

Attachments:

Resolution, Proposed Language



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Hillsborough County
City-County
Planning Commission

Resolution: City of Tampa Land Development Code (LDC) Text Amendment: Article II, Division 8, Chapter 27 – Subdivision Procedures

April 13, 2026

WHEREAS, the Hillsborough County City-County Planning Commission developed a Comprehensive Plan for the City of Tampa, pursuant to the provisions of Chapter 163, Florida Statutes, which was originally adopted by Tampa City Council on January 7, 2016, as amended; and

WHEREAS, the Hillsborough County City-County Planning Commission received a publicly initiated LDC text amendment; and

WHEREAS, the Hillsborough County City-County Planning Commission staff reviewed Article II, Division 8, Chapter 27 – Subdivision Procedures; and

WHEREAS, the Hillsborough County City-County Planning Commission reviewed the City of Tampa Land Development Code Text Amendment related to subdivision procedures, considered all relevant information, including the adopted goals, objectives, and policies of the *Tampa Comprehensive Plan* as follows:

Land Development Regulations

LU Objective 8.16: Implement planning process improvements to reduce undue project delays and provide certainty in the development entitlement process through consistent application of development regulations.

LU Policy 8.16.1: Continue to streamline development regulations to remove unnecessary requirements or delays in approving and permitting residential development.

Technical and Financial Assistance

LU Objective 13.4: Ensure that municipal codes remain sensitive to the changing trends and needs of Tampa's neighborhoods by reviewing them on a regular basis.

LU Policy 13.4.1: Continue reviewing all land development regulations, to ensure consistency with the Comprehensive Plan update.

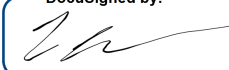
WHEREAS, Planning Commission staff determined that the City of Tampa Land Development Code Text Amendment related to subdivision procedures is consistent with the goals, objectives, and policies of the *Tampa Comprehensive Plan*.

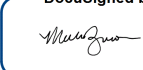
NOW, THEREFORE, BE IT RESOLVED, that the Hillsborough County City-County Planning Commission finds the City of Tampa Land Development Code Text Amendment related to subdivision procedures **CONSISTENT** with the *Tampa Comprehensive Plan* and forwards it to the Tampa City Council for consideration.

The above resolution for the City of Tampa Land Development Code Text Amendment related to subdivision procedures was adopted by the Planning Commission on April 13, 2026.

By motion of Commissioner Bowden
Seconded by Commissioner Linkous, Ph.D., AICP

Commissioner Bowden	Aye
Commissioner Cardenas	Aye
Commissioner Cona	Absent
Commissioner Jemison	Aye
Commissioner Joseph, Ph.D., Chair	Aye
Commissioner Kugler	Absent
Commissioner Linkous, Ph.D., AICP	Aye
Commissioner Louk, Vice-Chair	Absent
Commissioner Sieben, Member-at-Large	Absent
Commissioner Sienk	Aye

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Commissioner Joseph, Ph.D., **Chair**

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Melissa Zornitta, FAICP
Executive Director

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DIVISION 8. SUBDIVISION PROCEDURES¹

Subdivision 1. Administrative Provisions²

Subdivision 1.1. General Provisions; Administrative Authority; Definitions

Sec. 27-153.1. Title.

This division of this chapter shall be known and may be cited as the "City of Tampa Subdivision Procedures." (Ord. No. 89-261, § 2(35-1), 10-12-89; Ord. No. 96-241, § 1, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-153.1.1. Purpose.

- (a) The development of a subdivision includes with it the attendant responsibility for the provision and maintenance of streets, drainage and other public or private facilities and services. Therefore, it is essential to the promotion of the public health, safety and welfare that the development of subdivisions be conceived, designed and constructed in accordance with sound rules and proper minimum standards.
- (b) The purpose of these procedures is to establish procedures and standards for the development and subdivision of real property within the city in an effort to, among other things: provide mechanisms for bonding and construction of public improvements; ensure proper legal description, identification, monumentation and recording of real estate boundaries; aid in the coordination of land development in accordance with orderly physical patterns; discourage haphazard, premature, uneconomic or scattered land development; ensure that development protects significant physical features and those areas which are environmentally sensitive; ensure safe and convenient access and traffic control; encourage development of an economically stable and healthful community; prevent periodic and seasonal flooding by providing protective flood control and drainage facilities; provide public open spaces for recreation; ensure that the citizens and taxpayers of the city will not have to bear the costs resulting from haphazard subdivision of land

¹Editor's note(s)—Ordinance No. 2013-67, § (Exh. A), adopted May 16, 2013, readopted in its entirety, renumbered and amended §§ 23-1—23-7, 23-31—23-56, 23-66—23-70, 23-101, 23-116, 23-136, 23-146—23-157 as herein set out under Division 8.

Subsequently, Ord. No. 2013-98, § 1, adopted July 18, 2013, amended Ord. No. 2013-67 by correcting a reference to article VI with article II in the body of ordinance.

Cross reference(s)—Ordinances dedicating or accepting any plat or subdivision in the city saved from repeal, § 1-12(9); building code, Ch. 5; landscaping, tree removal and site clearing, Ch. 13; concurrency management system, § 17.5-41 et seq.; property maintenance and structural standards, Ch. 19; public improvements, Ch. 20; signs, Ch. 20.5; stormwater management, Ch. 21; streets and sidewalks, Ch. 22; transportation, Ch. 25; utilities, Ch. 26; zoning and land development, Ch. 27.

²Cross reference(s)—Administration, Ch. 2.

and the lack of authority to require timely installation by the developer of adequate and necessary physical improvements; ensure the purchaser of land in a subdivision that necessary improvements of lasting quality have been installed; and ensure the development is consistent with the comprehensive plan.

- (c) The rules and regulations contained in this chapter are adopted as the city's subdivision code to guide and coordinate subdivision development within the city.

(Ord. No. 89-261, § 2(35-2), 10-12-89; Ord. No. 96-241, § 2, 10-31-96; Ord. No. 2013-67, §§ 1(Exh. A), 3, 5-16-2013)

Sec. 27-153.1.2. Applicability.

- (a) *Subdivision of land.* Unless otherwise expressly exempted by law, the provisions of these procedures shall apply to all subdivision of land within the corporate limits of the city, as now or hereafter established.
- (b) *Sale or transfer of land.* No person shall sell or transfer any land by reference to a plat, subject to these procedures, before a final plat has been approved and recorded as provided herein. Nothing herein shall be construed as affecting the validity of transfers of title to interests in lands, whether by private act or operation of law.
- (c) *Construction permits.* Except as otherwise provided in these procedures, no construction permit shall be ~~issued~~ approved until a final plat has been duly recorded in the public records of the county unless otherwise allowed herein.
- (d) *Conflict with private provisions.* These procedures ~~is~~ are not intended to abrogate any legally enforceable easement, covenant or any other private agreement or restriction; provided that, where the provisions of these procedures are more restrictive or impose higher standards or regulations than such easement, covenant or other private agreement or restriction, the requirements of these procedures shall govern.

(Ord. No. 89-261, § 2(35-3), 10-12-89; Ord. No. 96-241, § 3, 10-31-96; Ord. No. 2013-67, §§ 1(Exh. A), 3, 5-16-2013)

Sec. 27-153.1.3. Administrative authority.

The subdivision procedures shall be administered and enforced by the ~~subdivision coordinator~~ the department, as defined in this chapter.

Final administrative approval of plat or replat shall be by the administrative authority, as this term is described in section 177.071, Florida Statutes.

(Ord. No. 89-261, § 2(35-5), 10-12-89; Ord. No. 96-241, § 5, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Cross reference(s)—Administrative authority of the official, § 1-13; delegation of administrative authority, § 1-14.

Sec. 27-153.1.4. Alternate materials and methods of construction; innovative design.

- (a) *Alternate materials and methods of construction.* The subdivision procedures are not intended to prevent the use of alternate materials and methods of construction not specifically prescribed by this chapter, provided any such alternate has been approved by the applicable administrative authority. Any such alternate, shall be approved, provided it is found that the alternate for the purpose intended, is at least the equivalent of that prescribed, in quality, strength, effectiveness, fire resistance, durability and/or safety. The applicant shall be required to provide sufficient evidence or proof to substantiate any claim made regarding the alternate. If these criteria are not met, the request shall be denied.
- (b) *Innovative design.* The subdivision procedures are not intended to prevent the use of innovative designs not specifically prescribed by this chapter, provided any such design has been approved by the applicable

administrative authority. Any innovative design may be approved, which is at least the equivalent of that prescribed in this chapter in quality, efficiency, durability and/or safety and addresses design concerns including, but not limited to, wetlands, the environment, affordable housing (subject to legal constraints), new technologies, site constraints and public improvements. The applicant shall be required to provide sufficient evidence or proof to substantiate any claim made regarding the design. If these criteria are not met, the request shall be denied.

(Ord. No. 89-261, § 2(35-6), 10-12-89; Ord. No. 96-241, § 6, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-153.1.5. Cemetery; condominium plats.

- (a) Any cemetery, as defined by state law, meeting the definition of a subdivision as defined herein shall be regulated under the provisions of F.S. Ch. 497.
- (b) A condominium, as defined by state law, meeting the definition of a subdivision as defined herein, shall be regulated under the provisions of F.S. Ch. 718.

(Ord. No. 89-261, § 2(35-7), 10-12-89; Ord. No. 91-89, § 3, 5-30-91; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Cross reference(s)—Cemeteries, Ch. 8.

Subdivision 1.2. Certificates; Documents; Requirements; Etc.

Sec. 27-153.2. Applications, documentation.

- (a) The order, sequence, and prerequisites for making applications for service shall be as designated by the ~~subdivision coordinator- department~~.
- (b) The city may require plans, specifications or drawings, and such other information as it may deem necessary and pertinent prior to the granting of approval. If the city determines that the plans, specifications, drawings, descriptions or other information furnished by the applicant is in compliance with this chapter, the rules and regulations of any other department having jurisdiction and any other laws, rules and regulations pertaining to construction, it shall approve the documents.

(Ord. No. 89-261, § 2(35-31), 10-12-89; Ord. No. 96-241, § 7, 10-31-96; Ord. No. 2013-67, §§ 1(Exh. A), 3, 5-16-2013)

Sec. 27-153.2.1. Stages of subdivision review.

Except as provided below, the review and approval for subdivision plats under these procedures shall be divided into three (3) stages: preliminary plat, infrastructure construction drawings, and final plat.

(Ord. No. 89-261, § 2(35-32), 10-12-89; Ord. No. 96-241, § 8, 10-31-96; Ord. No. 2013-67, §§ 1(Exh. A), 4, 5-16-2013)

Sec. 27-153.2.2. Phased developments.

- (a) *Generally.* Any subdivision involving phased or staged development shall be identified in written and graphic form in the application for preliminary plat review and shall designate, for information purposes only, all construction phases and the proposed development schedule.

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- (b) *Independent operation.* All construction phases in a development shall be constructed to be capable of operating independently or in conjunction with other constructed phases with respect to drainage, vehicular circulation, utilities, and other public improvements and services.
 - (c) *Modifications to approved phase boundaries.* Modifications to approved phase boundaries may be administratively approved by the department following submission of a new written and graphic description of such modifications, provided that such phasing does not conflict with any previously approved infrastructure construction drawings or subsection (b) above.

(Ord. No. 89-261, § 2(35-33), 10-12-89; Ord. No. 96-241, § 9, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-153.2.3. Preliminary plat—Generally.

The purpose of the preliminary plat is to safeguard the developer from unnecessary loss of time and expense involved in having final engineering drawings and specifications prepared which do not conform to the standards herein. The preliminary plat, therefore, will serve to demonstrate consistency with subdivision standards and with the comprehensive plan. It does not imply approval of infrastructure construction drawings or final plat. The preliminary plat requires the scale, dimensions, and general location of certain improvements.

(Ord. No. 89-261, § 2(35-34), 10-12-89; Ord. No. 91-89, §§ 4, 5, 5-30-91; Ord. No. 96-241, § 10, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-153.2.4. Same—Preapplication plat conference and simultaneous submittal of PD final site plan and preliminary plat.

- (a) To facilitate the preparation of a preliminary plat, the developer and/or surveyor, engineer or land planner is encouraged to discuss informally the preliminary studies and sketches for the subdivision of land with the department and other city departments and governmental agencies to facilitate the preparation and design of a plat which conforms with these procedures.
- (b) The PD final site plan and preliminary plat may be submitted for review simultaneously, provided that the preliminary plat is not approved until the PD final site plan is approved by city council.

(Ord. No. 89-261, § 2(35-35), 10-12-89; Ord. No. 96-241, § 11, 10-31-96; Ord. No. 2013-67, §§ 1(Exh. A), 4, 5-16-2013)

Sec. 27-153.2.5. Same—Filing of applications; administrative review.

~~(a) *Filing of application.* The owner or owner's authorized representative shall electronically submit to the department the required number of copies of the documents for preliminary plat approval, prepared and submitted in accordance with the Subdivision Handbook section 27-153.2.21. Following receipt of this application, all appropriate city departments and other reviewing agencies shall review the plat and return comments to the department.~~

(1) Following submittal of the application, notice shall be provided to the applicant within seven business days acknowledging acceptance of the submittal. If the submittal is not accepted, the written notice shall identify any missing documents or information necessary to process the submittal.

(2) An applicant shall have seven business days to provide the missing documents or information necessary to process the submittal or the application may be deemed withdrawn.

(b) *Administrative review.*

(1) After acceptance of the application, all reviewing agencies shall approve, approve with conditions, or deny the submittal, stating in writing any reasons for denial.

(2) If ~~plans~~ the application is denied, the applicant has six months from the denial notification date to make any revisions and resubmit plans for review. After six months without resubmittal or authorization of extension from the department ~~Subdivision Coordinator~~, the application shall expire ~~plans become subject to any changes in the City Code.~~

(Ord. No. 89-261, § 2(35-36), 10-12-89; Ord. No. 96-241, § 12, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-153.2.6. ~~Same—Action by city. Reserved~~

~~(a) Within a reasonable period of time following receipt of the city staff's recommendation, the city shall approve or disapprove the preliminary plat, stating in writing any reasons for disapproval.~~

~~(b) When plans have been disapproved, the applicant has three (3) months from the notification date to make any revisions and resubmit plans for review. After three (3) months, the application expires plans become subject to any changes in the City Code.~~

~~(Ord. No. 89-261, § 2(35-37), 10-12-89; Ord. No. 96-241, § 13, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)~~

Sec. 27-153.2.7. Same—Effect of approval.

(a) Approval of a preliminary plat shall acknowledge the basic design of the subdivision and consistency with the comprehensive plan and zoning code. It shall not constitute approval of infrastructure construction drawings or the final plat; it shall not authorize recording or acceptance of improvements or dedications. Upon approval of the preliminary plat, the developer has six (6) months to submit construction drawings.

(1) If the infrastructure construction drawings are not submitted within six (6) months from the date the preliminary plat is approved, then the preliminary plat approval shall expire.

(2) The developer may obtain request on a maximum of one extension of the approval for an additional six (6) months, upon written request notice provided at least ten (10) days before the six (6) month expiration date.

(b3) Any ~~person developing~~ developer of a subdivision involving phased development may request a maximum one-time long-term five-year extension of preliminary plat approval by written notice provided at least ten days before the six (6) month expiration date.

(c) If preliminary plat approval lapses, the plans become subject to any changes in the City Code.

(Ord. No. 89-261, § 2(35-38), 10-12-89; Ord. No. 91-89, § 6, 5-30-91; Ord. No. 96-241, § 14, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-153.2.8. Infrastructure Construction drawings—Generally.

(a) The purpose of the review and approval of infrastructure construction drawings by the city is to ensure satisfaction of the city design and specification requirements for the improvements that are to be constructed to serve the subdivision.

(b) Prior to submission of the final plat, the developer shall submit infrastructure construction drawings for the installation of improvements that are to be constructed to serve the subdivision.

(Ord. No. 89-261, § 2(35-39), 10-12-89; Ord. No. 91-89, § 7, 5-30-91; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-153.2.9. Reserved.

Sec. 27-153.2.10. Same—Filing of application; administrative review.

- (a) *Filing of application.* The owner or his authorized representative shall electronically submit to the department ~~the required number of copies of documents~~ for infrastructure construction drawing approval, prepared and submitted as required by the Subdivision Handbook~~section 27-153.2.22~~. Infrastructure Construction drawings, which are consistent with the preliminary plat, may be submitted simultaneously with the preliminary plat, but the record will not be accepted until the preliminary plat has been reviewed once, unless otherwise allowed herein. Following receipt of these documents, all appropriate city departments shall review the infrastructure construction drawings and return comments to the department.
- (1) Following submittal of the infrastructure (1) construction drawings, notice shall be provided to the applicant within seven business days acknowledging acceptance of the submittal. If the submittal is not accepted, the written notice shall identify any missing documents or information necessary to process the submittal.
- (2) An applicant shall have seven business days to provide the missing documents or information necessary to process the submittal or the application may be deemed withdrawn.
- (b) *Conformance with preliminary plat.* Infrastructure Construction drawings shall substantially conform to the approved preliminary plat; provided, however, that the infrastructure construction drawings shall be subject to subdivision, zoning, environmental, health, and all other applicable regulations in effect at the time of construction drawing submission.
- (c) *Administrative review.*
- (1) After acceptance receipt of infrastructure construction drawings, all reviewing agencies shall approve, approve with conditions, or disapprove the ~~construction drawings documents~~, stating in writing any reasons for disapproval.
- (2) ~~If When~~ plans have been disapproved, the applicant has six three (3) months from notification date to make any revisions and resubmit plans for review. After six three (3) months without resubmittal or authorization of extension from the department, ~~the application expires plans become subject to any changes in the City Code.~~
- (d) *Commencement of construction activities.* Except as provided herein, no clearing, grading, drainage or other construction activities connected with the subdivision application, except testing, land alteration activities and brush removal necessary to complete surveying, shall commence on the site until all required infrastructure construction drawings are approved and all applicable permits are obtained. Authorized brush removal shall not be deemed to include the removal or damaging of any trees protected by the City Code.
- ~~(e) *Townhome developments.* For townhome development projects, the developer may submit one (1) set of plans containing all of the information required for infrastructure construction drawings and simultaneously with commercial site plan review. The subdivision coordinator shall coordinate the plan review for the subdivision construction drawing review and the commercial site plan review as one review. Construction shall not commence until the plans have been approved for both. Upon completion of the commercial site plan review and the construction drawings review and approval of the plans, the developer may begin construction to the extent prescribed in section 27-153.2.11 of this Code.~~

(Ord. No. 89-261, § 2(35-41), 10-12-89; Ord. No. 91-89, § 9, 5-30-91; Ord. No. 96-241, § 16, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-153.2.11. Same—Effect of approval.

- (a) Upon approval of the infrastructure construction drawings and obtaining the applicable permits, the developer may:
 - (1) Obtain those permits to construct those improvements described on the approved infrastructure construction drawings; or
 - (2) File for final plat approval and pursuant to section 27-153.2.15 elect to post performance security prior to ~~city council~~ administrative approval of the plat.
- (b) Upon approval of the infrastructure construction drawings, the developer may submit building permit applications to construct model homes/sales centers, golf courses, swimming pools, pool cabanas, perimeter walls, and entry features including, but not limited to, wall signs, security guard stations and entry walls.
- (c) Upon approval of the infrastructure construction drawings, the developer has six ~~(6)~~ months to begin construction of the required improvements as shown on the approved construction drawings.
 - (1) If construction does not begin within six ~~(6)~~ months from the date the infrastructure construction drawings are approved, the approval shall expire.
 - (2) The developer may request a ~~an~~ maximum one-time extension for a maximum of six ~~(6)~~ months by providing a ~~written notice~~ request to the department at least ten days before the original six ~~(6)~~ months expiration date. The request will be forwarded to all infrastructure departments for consideration, and review. ~~Should~~ revisions to the plans be necessary, then a resubmittal of the plans will be required.
- (d) Infrastructure construction shall be subject to a project completion deadline of two years from the effective date of the approval. The construction deadline shall be deemed to be met if the holder of the permit has completed 50 percent of the approved construction and is proceeding with the remainder of the construction. Failure to meet the deadline shall result in the expiration of the approval.
 - (1) The developer shall provide to the department a signed and sealed project completion report from the engineer of record within the 60-day period preceding the expiration date to maintain record approval, identifying the current completion status of the project and certifying the status at or beyond 50 percent completion. Ongoing activity shall be confirmed by city staff.
 - (2) The developer may request a maximum one-time, one year extension by providing written notice to the department within the first 30 days of the 60-day self-reporting completion date. The request will be forwarded to all infrastructure departments for consideration and should revisions to the plans be necessary, then a resubmittal of the plans will be required.
 - (3) Any development of a subdivision involving phased development may request a maximum one-time, five-year extension of infrastructure construction approval by written notice, and shall be requested before or within the first 30 days of the self-reporting period of the two-year expiration date.
- (~~e~~) If infrastructure construction drawing approval lapses, the plans become subject to any changes in the City Code.

(Ord. No. 89-261, § 2(35-42), 10-12-89; Ord. No. 91-89, § 10, 5-30-91; Ord. No. 96-241, § 17, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-153.2.12. Final plat—Generally.

- (a) The purpose of the review and approval of the final plat by the city is to ensure that all requirements of these procedures have been satisfied.

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- (b) The developer may submit a final plat for approval for the entire subdivision when any one ~~(1)~~ of the following conditions exist:
- (1) All private improvements, if any, have been installed and approved by the city and all public improvements, if any, have been installed and accepted by the city;
 - (2) In the absence of the completion of all improvements referenced in subsection (b)(1) above, provision of security for such installation as required by section 27-153.2.15; or
 - (3) In the absence of any required improvements, as determined by the preliminary application conference.
- (c) The developer may submit a final plat for review prior to infrastructure construction drawing approval. However, the final plat will not be accepted until ~~one (1) cycle of the infrastructure construction drawing has been reviewed once, unless otherwise allowed herein has been completed.~~ The submission of the final plat does not imply approval of the infrastructure construction drawings.
- (d) Any project that is subject to commercial site plan review may be submitted for that review simultaneously with the preliminary plat review and/or infrastructure construction drawing review, but the record will not be accepted until the preliminary plat and/or infrastructure review has been reviewed once, unless otherwise allowed herein. ~~The developer may submit one (1) set of plans containing all of the information required for preliminary plats or construction drawings and commercial site plan review.~~ The department subdivision coordinator shall coordinate the plan review for the subdivision preliminary plat or infrastructure construction drawing review and the commercial site plan review ~~as one (1) review.~~ If preliminary plat and/or infrastructure construction drawings are not required for a particular project, the commercial site plan may be submitted with the final plat ~~as one (1) set of plans containing all of the information required for commercial site plan review and final plat review~~ for a simultaneous review coordinated by the department subdivision coordinator, provided that the commercial site plan is not approved before the city council administrative authority approves the final plat and it is recorded in the public records of Hillsborough County.

(Ord. No. 89-261, § 2(35-43), 10-12-89; Ord. No. 91-89, § 11, 5-30-91; Ord. No. 96-241, § 18, 10-31-96; Ord. No. 2013-67, §§ 1(Exh. A), 4, 5-16-2013)

Sec. 27-153.2.13. Same—Filing of application; administrative review.

- (a) *Filing of application.* The owner or owner's authorized representative shall electronically submit to the department ~~an original and the required number of copies of documents required for final plat approval.~~ Such documents shall be prepared and submitted in accordance with the Subdivision Handbook section 27-153.2.23. ~~Following receipt of these documents, they shall be reviewed by all appropriate city departments, and comments from the reviewing city departments will be submitted to the department.~~
- (1) Following submittal of the application, written notice shall be provided to the applicant within seven business days acknowledging receipt of the plat or replat submittal or identify any missing documents or information necessary to process the submittal. Applicants then have seven business days to respond and provide the missing documents or information necessary to process the submittal or the application may be deemed withdrawn.
- (2) Applications expire 12 months from the acceptance date and will be approved, approved with conditions, or disapproved before or upon expiration, unless an extension is requested by the applicant. Extensions are available in six month intervals upon written request if provided up to seven business days prior to the expiration date.
- (b) *Administrative review.*

- (1) Upon receipt ~~acceptance~~ of the application for final plat approval, the department shall forward ~~copies submitted documents~~ to all appropriate city departments for review. Because final plats ~~cannot be conditionally approved and~~ must be accurate for recording in the public records, the developer, engineer of record, surveyor, or other appropriate parties may be called upon to make appropriate corrections. ~~Once a determination is made by city staff that the plat and all supporting documents conform to city requirements, the final plat will be forwarded to the city council for approval.~~
- (2) ~~When If plans have the plat has not been disapproved and is returned to the applicant for correction, the applicant shall has three (3) months from the notification date to make any revisions and then resubmit plans for review. After three (3) months, the plans become subject to any changes in the City Code. In order to allow staff to complete its review prior to record expiration, resubmittals cannot take place within 90 days of the expiration date unless an extension is requested.~~
- (3) ~~Once a determination is made by city staff that the plat and all supporting documents conform to city requirements, the final plat will be presented forwarded to the administrative authority for approval.~~

(Ord. No. 89-261, § 2(35-44), 10-12-89; Ord. No. 96-241, § 19, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-153.2.14. Same—Standards for approval; effect of approval.

- (a) *Standards for approval.* No final plat shall be approved for recording, unless:
 - (1) The final plat is substantially in conformance with the approved preliminary plat;
 - (2) The final plat is in compliance with all applicable regulations, approved infrastructure construction drawings and as-built drawings;
 - (3) All improvements have been installed, inspected and accepted in accordance with section 27-153.3.4 of these procedures or, when approved by the city, the developer has provided adequate performance security in accordance with section 27-153.2.15 of these procedures and the developer provides to the city adequate defect security in accordance with section 27-153.2.16 of these procedures;
 - (4) The developer has paid all application and recording fees required by the city;
 - (5) When construction of improvements is required, a subdivision agreement in substantial conformance with the model agreement provided by the city has been executed by the developer; and
 - (6) The developer has provided ~~one (1) copy~~ copies of all homeowners documents (articles of incorporation, bylaws, and deed restrictions) for review by the city attorney ~~and three (3) copies of the approved homeowners documents.~~
- (b) *Contingent approval.* Final plat approval shall be contingent upon the developer providing proof of:
 - (1) All required permits from the Florida Department of Transportation, Department of Environmental Protection, the U.S. Corps of Engineers, or other agencies;
 - (2) Filing with the Department of State of the bylaws and articles of incorporation for the Homeowners Association; and
 - (3) All required state and local permits for wells and septic tanks.
- (c) *Effect of approval.* No lot may be sold until all contingencies have been fulfilled.

(Ord. No. 89-261, § 2(35-45), 10-12-89; Ord. No. 91-89, § 12, 5-30-91; Ord. No. 96-241, § 20, 10-31-96; Ord. No. 2013-67, §§ 1(Exh. A), 4, 5-16-2013)

Sec. 27-153.2.15. Performance security.

(a) *Performance security required.*

- (1) *Full performance security.* In order to receive final plat approval before the installation of all improvements, the developer shall provide and maintain sufficient full performance security guaranteeing the installation and approval of all private on-site or off-site improvements and the installation and acceptance of all public on-site or off-site improvements, ~~except sidewalks.~~ When providing full performance security, the developer shall submit the performance security ~~on forms provided by the city~~ two (2) weeks before to city council action plat approval; such security shall be effective as of the date ~~city council~~ the administrative authority approves the subdivision. Such performance security shall comply with all statutory requirements, the requirements of ~~section 27-153.2.22(7)~~ of this Code, and be satisfactory in form to the city attorney, and accepted by appropriate city staff and be in an amount equal to ~~one hundred twenty five (125)~~ percent of the developer's contract for the work or a certified engineers estimate, subject to approval of the appropriate city staff. ~~When providing a bond for performance security, the bonding company shall have a B+ or better rating in accordance with "Best Bond Book."~~
- (2) *Partial performance security.* In order to receive final plat approval after installation and approval of a specific private improvement or the installation and approval of a specific public improvement but prior to installation and approvals of all private improvements and the installation and approval of all public improvements, the developer shall provide sufficient partial performance security guaranteeing the installation of any remaining improvements not yet installed in the amount of ~~twenty (20)~~ percent of the developer's contract for the installation of the entire of the improvements being partially secured. Partial performance may be provided at the point the city and the developer deem the improvement substantially complete as certified by the developer's engineer of record. Partial performance security may be posted for the completion of a particular improvement, although other improvements are yet to be completed. Partial performance security may not be posted if only a percentage of a particular improvement is completed. Approval for posting a partial performance security must be given by the appropriate infrastructure department as it relates to the improvement. When providing partial performance security, the developer shall submit the partial performance security on forms provided by the city ~~two (2) weeks prior to city council action plat approval~~; such security shall be effective as of the date of ~~city council~~ administrative approval of the subdivision. Such performance security shall comply with all statutory requirements, be satisfactory in form to the city attorney subject to approval by appropriate city staff and be in an amount acceptable to the city so as to equal the full estimated cost adjusted to cover inflation and administration for installation of any remaining improvements not yet installed, approved and/or accepted; in no case will the amount be less than ~~one hundred twenty five (125)~~ percent of the developer's contract for the installation of the remaining improvements.

(b) *Performance security not required.* If all private improvements have been approved and inspected by the city and all public improvements have been approved and accepted by the city, the developer shall not be required to provide performance security upon final plat approval by staff prior to ~~city council action~~ administrative approval.

(c) *Effective period; extensions.* The effective period of the performance security shall not be less than one ~~(1)~~ year from the date ~~city council~~ the administrative authority approves the subdivision; provided, however, that the city may permit or require extensions by renegotiation of the security amount and execution of a new security and subdivision agreement. Performance security for streetlights will not be extended more than the allotted twelve-month time frame if one-third ~~(1/3)~~ or more of the total number of units in the subdivision have received their certificates of occupancy. Under no circumstances will performance security for streetlights be extended beyond one ~~(1)~~ year from the expiration date of the original security provided.

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- (d) *Default of performance security.* Where approved performance security has been provided and the improvements have not been installed according to the approved construction drawings, the City Code or the terms of the performance security instrument, the city may, upon ten ~~(10)~~ days' written notice to the parties to the instrument, declare the performance security to be in default and exercise the city's rights thereunder. Upon default, no further permits or approval shall be granted for the project until adequate progress toward completion of the remaining improvements is shown as determined by the city.
- (e) *Release of performance security.* Subject to the terms of such security and subdivision agreement, the performance security shall be released by the city when all private improvements are installed, inspected and approved and when all public improvements are installed, inspected and accepted pursuant to section 27-153.3.4 of these procedures.

(Ord. No. 89-261, § 2(35-46), 10-12-89; Ord. No. 91-89, § 13, 5-30-91; Ord. No. 96-241, § 21, 10-31-96; Ord. No. 2013-67, §§ 1(Exh. A), 4, 5-16-2013)

Cross reference(s)—Sureties of persons dealing with city to be licensed by state, § 2-231.

Sec. 27-153.2.16. Defect security; release of defect security.

- (a) *Defect security.* Upon final acceptance of improvements by the city, the developer shall post security, in an amount equal to ~~ten (10) percent~~ of the actual construction costs of improvements for the purpose of correcting any construction, design or material defects or failures within public rights-of-way or easements in the development or required off-site improvements. The form and manner of execution of such securities shall be subject to the approval of the city attorney. The effective period for such security shall be one ~~(1)~~ year and ~~thirty (30)~~ days following the city's acceptance of the installed improvements. Upon default, the city may exercise its rights under the defect security instrument, upon ten ~~(10)~~ days' written notice by certified mail to the parties to the instrument.
- (b) *Release of defect security.* Subject to the terms of such security and subdivision agreement, the defect security shall be released by the city at the expiration of its effective period.

(Ord. No. 89-261, § 2(35-47), 10-12-89; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-153.2.17. Final plat—Effect of approval.

- (a) Upon approval of the final plat by city staff, the ~~city council~~ administrative official shall:
- (1) Approve or disapprove the final plat and any legal instruments;
 - (2) Authorize the recording of the plat and supporting documents for all purposes under state law.

~~(b) Application for building permits may be submitted after final plat recordation.~~

(Ord. No. 89-261, § 2(35-48), 10-12-89; Ord. No. 96-241, § 22, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-153.2.18. Same—Recording and reproducing.

- (a) Following approval by the ~~city council~~ the administrative authority, the original final plat and original copies of any supporting legal documents required to be recorded in the public records shall be submitted by the developer to the department who will in turn submit such plat and supporting documentation directly to the clerk of the circuit court for recordation within the public records of the county. ~~Following recording of the~~

~~plat, the clerk of the circuit court, in coordination with the department, shall have prints and reproducible copies of the final plat made for distribution.~~

~~(b) In addition to the above, copies will be prepared for the developer upon prior written request to the department. The actual cost of recording and preparing all required copies, prints and reproducible shall be paid by the developer.~~

~~(b)e) Notwithstanding any other provisions of these procedures, if a final plat is not recorded within six (6) months from the effective date of the resolution approving department approval of the final plat for the subdivision, then administrative approval of the preliminary plat, construction drawings, and final plat previously approved shall expire.~~

(Ord. No. 89-261, § 2(35-49), 10-12-89; Ord. No. 96-241, § 23, 10-31-96; Ord. No. 2013-67, §§ 1(Exh. A), 4, 5-16-2013)

Sec. 27-153.2.19. Same—Requirements subsequent to recording.

(a) Upon construction completion and acceptance of improvements, a defect security bond shall be required pursuant to section 27-153.2.16.

(b) When installation of improvements has occurred subsequent to final plat recordation, the surveyor's certificate of installation of P.C.P.'s, P.R.M.'s, etc., in accordance with F.S. § 177.091(8), shall be submitted.

(Ord. No. 89-261, § 2(35-50), 10-12-89)

Sec. 27-153.2.20. Same—Amendments.

(a) *Vacating and replatting.* Whenever land comprising all or part of an existing plat of record is proposed as all or part of a new plat, it ~~shall be properly~~ can be vacated prior to final plat approval of the new subdivision in accordance with the procedures set forth in F.S. § 177.101(3), (4), (5).

(b) *Revision of final plat after recordation.* No changes, erasures, modifications or revisions shall be made on any final plat after approval has been given, unless the plat is resubmitted to the city council for its approval. This shall not affect the right to file an affidavit confirming an error on a recorded plat as provided by law.

~~(c) Minor amendments.~~

~~(1) When it is necessary to modify a plat which has been duly recorded, the applicant may do so through the minor amendment or single amendment process.~~

~~a. The minor amendment process shall consist of submission of a final plat to the department including the modifications for recording in the public records of the county. The minor amendment process shall apply if two (2) or more of the following modifications are proposed:~~

~~1. Lot line adjustment, provided that the number of lots does not increase and the individual lot sizes still meet the minimum lot sizes prescribed in Chapter 27 of this Code;~~

~~2. Minor adjustments in street alignments;~~

~~3. Release or dedication of easements; or~~

~~4. Street name changes.~~

~~b. The single amendment process shall apply where only one (1) modification described in subsection (c)(1)a. is necessary. The single amendment process shall consist of submission of a final plat or, at the city's option, submission of an alternate document recordable in the public~~

~~records as prescribed by the department, provided that the changes are approved by the city council and recorded in the public records of the county.~~

(Ord. No. 89-261, § 2(35-51), 10-12-89; Ord. No. 91-89, § 14, 5-30-91; Ord. No. 96-241, § 24, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

~~Sec. 27-153.2.21. Application submission requirements for preliminary plats.~~

~~All applications for preliminary plat approval shall be electronically submitted to the department in the required number of copies and shall include the information as specified in the subdivision review technical manual, provided that the department or other appropriate departments may waive or modify such submittal requirements if a determination is made that such information is currently available to the city or is otherwise unnecessary. All determinations to waive or modify submittal requirements shall be made at the preapplication conference. The application for preliminary plat approval shall include the following:~~

- ~~(a) — *Boundary drawing.* A sketch showing a metes and bounds description of the property proposed to be platted, total acreage, existing easements, utilities, streets, general topography, floodplain and flood zone boundaries and other significant features existing at the time of submission;~~
- ~~(b) — *Legal description.* A legal description of the property, including the citation and general description of any existing easements, covenants or other restrictions affecting the use and development of the property existing at the time of submission. The legal description shall include the total acreage of the parcel or tract of land to be platted;~~
- ~~(c) — *Vicinity map.* A vicinity map at a convenient scale showing the site, including existing roads and waterways, street rights-of-way and street intersections on all four (4) sides;~~
- ~~(d) — *Development schedule and plan.* A proposed development schedule indicating the approximate starting and completion dates for the entire project and any phases, complete with a plan identifying and describing such phases;~~
- ~~(e) — *Subdivision name.* The name of the plat shall be shown in bold legible letters of uniform size and type, including the words "section," "unit," "replat," "amended," etc., although the latter need not be in bold letters of the same size as the basic name. The name of the subdivision shall be shown on each sheet included. Such name shall not be so similar to another recorded subdivision in the city or county so as to confuse their identities. Subdivision names are subject to approval by the city;~~
- ~~(f) — *Transportation analysis.* A transportation analysis shall be prepared by a professional traffic engineer. The analysis shall include the total trips generated by the project and the distribution of the trips onto adjacent streets. Institute of traffic engineers (ITE) trip generation rates or another approved source shall be used as the basis for trip generation calculations. (Note: Required only if analysis not previously prepared in association with another development approval, i.e., DRI, rezoning, etc., approved for the same project.) This requirement may be waived if the transportation division determines that the transportation impact will not be significant. In addition, the detailed traffic analysis shall include, but not be limited to, the following:
 - ~~(1) — Level of service calculations at each project access point for both the a.m. and p.m. peak hours;~~
 - ~~(2) — A determination of need for auxiliary lanes;~~
 - ~~(3) — A determination of need for traffic signalization or other control devices;~~
 - ~~(4) — Other transportation factors as may be appropriate as determined by the city's transportation division, based upon generally accepted traffic engineering practices;~~~~

(g) ~~Concurrency review for transportation.~~ All submissions for preliminary plat review shall include an application for a concurrency management transportation review. The transportation division will determine if the proposed project is concurrent. If a project is found not to be concurrent, the developer will be advised to schedule a methodology meeting with the city's traffic engineer. When a project is in compliance with concurrency, a temporary certificate of concurrency will be issued upon approval of the construction drawings. The final certificate of concurrency will be issued upon recordation of the final plat. The final certificate of concurrency will be required to apply for all building permits;

(h) ~~Preliminary plat.~~ A preliminary plat prepared in accordance with and including the following information:

(1) ~~Graphic standards.~~

a. ~~Sheet size.~~ Drawings shall be on one (1) or more sheets twenty four (24) inches by thirty six (36) inches in size. A three inch margin shall be provided on the left edge and one half inch margins on the remaining three (3) edges of all sheets;

b. ~~Scale.~~ All plans shall be at a scale which is no smaller than one (1) inch equals one hundred (100) feet;

c. ~~Dimensions.~~ All dimensions shall be feet;

d. ~~North arrow.~~ All drawings shall have a north arrow pointing to zero degrees north; and

e. ~~Title block.~~ A title block shall be located in the lower right corner of the format of all sheets and shall contain the following information:

1. ~~Subdivision name;~~

2. ~~City, county and state;~~

3. ~~Sheet number and total number of sheets;~~

4. ~~Name, address and phone number of the responsible individual or professional; and~~

5. ~~Preparation date and date of any revisions;~~

(2) ~~Existing site conditions.~~

a. ~~The location of the property with respect to adjoining development, together with the existing zoning on adjoining property and existing land uses adjacent to the property (one hundred foot band at a minimum);~~

b. ~~The name, location and width of existing or platted streets and street rights of way within or contiguous to the site;~~

c. ~~The size and approximate location of sewers, water mains, storm drains and other underground facilities within or in close proximity to the site;~~

d. ~~The location and width of easements for all utilities, such as electric power lines, within and adjacent to the site;~~

e. ~~Topographic contours at one foot intervals (five foot contours in areas of steep slope when authorized by the department of public works), based on mean sea level datum. Topographic information shall be furnished by USGS, SWFWMD or a certified land surveyor;~~

f. ~~National flood insurance program's flood zone boundaries and categories;~~

g. The location of trees or tree groupings and watercourses and other significant natural features, which shall be by reference on an aerial photograph at a scale of not less than one (1) inch equals one hundred (100) feet and the location and gross acreage of all wetlands and jurisdictional areas; and

h. The location and nature of existing land uses, historic sites and structures, buildings and existing zoning;

(3) ~~Subdivision design.~~

a. The location and approximate dimensions of all lots. All lots shall be numbered. In mixed-use developments, general designations of intended use shall be included;

b. The location, nature and intended purpose of any proposed easements, reservations or dedications;

c. The location and approximate dimensions of reserved or dedicated recreational open space, including the total acreage of open space;

d. The nature, location and approximate dimensions of any buffer or other areas;

e. The name, location, width and curve radii of all proposed streets and rights-of-way;

f. The nature, location and approximate dimensions of all sidewalks, pedestrian ways and bike ways;

g. The general location and method of the potable water source;

h. The general layout of the stormwater management system, designed to specifications of the city; and

i. The approximate location of any proposed security guard houses, entry walls, entry gates, fences, perimeter walls and street medians; and

(4) All other information reasonably required by the city.

(Ord. No. 89-261, § 2(35-52), 10-12-89; Ord. No. 91-89, §§ 15-17, 5-30-91; Ord. No. 96-241, § 25, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-153.2.22. Submission requirements for infrastructure construction drawings.

All infrastructure construction drawings shall be electronically submitted to the department in the required number of copies and shall conform to specifications and requirements of the city and the requirements listed in the subdivision review technical manual. Infrastructure Construction drawings shall be prepared and certified for all improvements by a state-registered professional engineer. All revisions shall be prepared and submitted as required for original drawings. Infrastructure Construction drawings shall include the following:

(a) *Legal description.* A legal description of the property, including the citation and general description of any existing easements, covenants or other restrictions affecting the use and development of the property existing at the time of submission;

(b) *Existing site conditions.*

(1) Location, size, elevation and other appropriate descriptive information of existing facilities and features shown on the approved preliminary plat and the point of connection to proposed facilities and utilities. All water bodies shall show approximate high and low water elevations;

(2) Topographic contours at one-foot intervals, based on mean sea level datum. Topographic contours may be shown at the same scale as presented in the approved preliminary plat; and

~~(3) Flood elevation data and flood zones delineated;~~

~~(c) Subdivision design.~~

~~(1) Proposed grading and/or spot elevations at sufficient detail to define the proposed drainage patterns;~~

~~(2) Lot, block and street design showing radii of all curves and corners;~~

~~(3) Profiles depicting existing and proposed elevations along centerlines of all roads and intersections;~~

~~(4) Cross sections of all street intersections;~~

~~(5) Plans and profiles depicting the location and typical cross sections of all required improvements;~~

~~(6) Details illustrating connections to existing and proposed utility systems;~~

~~(7) Details showing sidewalks, all traffic control, striping and street signage in accordance with requirements of the city; and~~

~~(8) Location of fire hydrants;~~

~~(d) Other information submitted in graphic and/or narrative form.~~

~~(1) All stormwater calculations and descriptions, prepared by a state-registered engineer, needed to show compliance with city, state and federal requirements;~~

~~(2) Type and location of any erosion and sedimentation controls which will be used during the construction process;~~

~~(3) All calculations and descriptions, prepared by a state-registered engineer, used in sizing water and sewer mains, including any impact on existing systems and fire flow requirements;~~

~~(4) All plans, calculations and descriptions necessary to show that the sewage disposal system is in compliance with all applicable federal, state, county and city requirements;~~

~~(5) All plans, calculations and descriptions required to determine that the potable water supply system is in compliance with all applicable federal, state, county and city requirements;~~

~~(6) Copies of permits or approvals from the Environmental Protection Commission and Southwest Florida Water Management District;~~

~~(7) Identification of all wetland encroachments;~~

~~(8) Calculations for storage lane capacity, where applicable; and~~

~~(9) All additional information as required by the city; and~~

~~(e) Graphic standards.~~

~~(1) Sheet size. Drawings shall be on one (1) or more sheets twenty-four (24) inches by thirty-six (36) inches in size. A three-inch margin shall be provided on the left edge and one-half-inch margins on the remaining three (3) edges of all sheets;~~

~~(2) Scale. All plans and profiles shall be at a horizontal scale of one (1) inch equals fifty (50) feet and a vertical scale of one (1) inch equals five (5) feet;~~

~~(3) Dimensions. All dimensions shall be feet and decimals of a foot;~~

~~(4) North arrow. All drawings shall have a north arrow pointing to the top of the drawing zero degrees north; and~~

(5) ~~Title block.~~ A title block shall be located in the lower right corner of the format of all sheets and shall contain the following information:

- a. ~~Subdivision name;~~
- b. ~~City, county and state;~~
- c. ~~Sheet number and total number of sheets;~~
- d. ~~Name, address and phone number of the responsible individual or professional; and~~
- e. ~~Preparation date and date of any revisions.~~

(Ord. No. 89-261, § 2(35-53), 10-12-89; Ord. No. 91-89, §§ 18, 19, 5-30-91; Ord. No. 96-241, § 26, 10-31-96; Ord. No. 96-241, § 26, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-153.2.23. Submission requirements for final plats.

All final plats shall be prepared in compliance with these procedures and other applicable laws. An original and the required number of copies ~~Documents~~ shall be submitted to the department electronically and include the information specified in the subdivision review technical manual:

- (a) ~~Application form and required processing fees.~~ On forms provided by the city, a complete application and affidavit bearing the contact information of the surveyor of record shall be provided, as well as signatures and acknowledgement of all current property owners of record and all processing fees required by the city;
- (b) ~~Certification required on final plat.~~ In conformance with forms established by the city, all final plats shall be prepared to include the following certifications which shall be printed on the original plat:
 - (1) ~~Certificate of survey;~~
 - (2) ~~Certificate of approval of the city council administrative officer;~~
 - (3) ~~Certificate of ownership and dedication and, when desired, separate mortgagee's joinder in and ratification of subdivision plat and all dedications and reservations thereon may be submitted as a separate instrument; and~~
 - (4) ~~Certificate of approval of the clerk of the circuit court;~~
- (c) ~~Certificates, legal instruments and other documents required.~~ In conformance with forms established by the city and in addition to the certifications required in subsection (b) and the requirements specified in section 27-153.3.4, the following shall be provided prior to final plat approval by the city council the administrative officer:
 - (1) ~~When improvements are constructed, completed and accepted prior to final plat recordation, the following documents shall be provided:~~
 - a. ~~Title certification;~~
 - b. ~~Subdivision agreement;~~
 - c. ~~Certificate of cost estimate (or actual installation cost)~~
 - d. ~~Defect security bond;~~
 - e. ~~Surveyor's certificate of installation of P.C.P.'s in accordance with F.S. § 177.091(8); and~~
 - f. ~~Signed and sealed as-built drawings;~~

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- ~~(2) When improvements are constructed, completed and accepted subsequent to final plat recordation, the following documents shall be provided:~~
- ~~a. Title certification;~~
 - ~~b. Subdivision agreement;~~
 - ~~c. Certificate of cost estimate (or actual installation cost);~~
 - ~~d. Performance security bond; and~~
 - ~~e. Defect security bond (after improvements are accepted for maintenance by the city); and~~
- ~~(3) When a subdivision is a replat of subdivided lands, the appropriate documentation shall be recorded as prescribed by the city;~~
- ~~(d) Provision and assurance for maintenance of common facilities.~~
- ~~(1) All documents and other assurances, including deed restrictions, articles of incorporation and bylaws, prepared in accordance with the laws of the state and satisfactory to the city attorney, to establish a means of common ownership and management of all common areas, facilities or improvements intended for use by some or all of the occupants of the subdivision, but not proposed to be provided, owned, operated or maintained at general public expense;~~
 - ~~(2) Any subdivision project which will remain in single ownership need not create a separate legal entity to guarantee maintenance of required improvements. However, deed restrictions which provide for maintenance of the improvements must be submitted; and~~
 - ~~(3) All documents that are required pursuant to the provisions of this section must be recorded by the city at the developer's expense subsequent to approval by the city attorney's office and before or simultaneous with the recording of the plat in the public records of Hillsborough County.~~
- ~~(e) Flood data. Flood zones and flood elevation data, if applicable, shall be provided;~~
- ~~(f) Original mylars. The applicant shall provide an original Mylar, and two (2) reproducible Mylars prior to submission to the city council for approval by the administrative officer. The scale on the original Mylar and the copy shall be no smaller than one (1) inch equals one hundred (100) feet. The two (2) sets of reproducible Mylars shall be at a scale of one (1) inch equals two hundred (200) feet;~~
- ~~(g) Final plat. In addition to required certifications, final plats shall be prepared to include the following:~~
- ~~(1) Graphic standards.~~
 - ~~a. Material. An original drawing made with black permanent drawing ink on a good grade linen tracing cloth or stable base film a minimum of 0.003 inches thick. Marginal lines, standard certificates and approval forms shall be printed on the plat with a permanent black drawing ink. A print or photographic copy of the original drawing shall be submitted with the original drawing;~~
 - ~~b. Size, margin. The size of each sheet shall be eighteen (18) inches by twenty-four (24) inches and shall be drawn with a marginal line or may be printed completely around each sheet and placed so as to leave at least a one-half inch margins on each of three (3) sides and a three inch margin on the left side of the plat for binding purposes;~~
 - ~~c. Multiple sheets. When more than one (1) 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;~~

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- d. *Scale.* 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;
 - e. *Subdivision name.* The name of the plat shall be shown in bold legible letters of uniform size and type, including the words "section," "unit," "replat," "amended," etc., although the latter need not be in bold letters of the same size as the basic name. The name of the subdivision shall be shown on each sheet included. Such name shall not be so similar to another recorded subdivision in the city or county so as to confuse their identities. Subdivision names are subject to approval by the city;
 - f. *North arrow.* A prominent north arrow shall be drawn on every sheet, including showing any portion of the lands subdivided. The bearing or azimuth reference shall be clearly stated on the face of the plat in the notes or legend; and
 - g. The plat shall 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."; and

(2) *Required information.*

a. *Location.*

- 1. *Coordinates.* Each plat shall show the section, township and range, as applicable, or, if in a land grant, the plat will so state. If the subdivision is in an area where state plane coordinates have been established, the legal description shall refer to the coordinates;
- 2. *Jurisdiction.* The names of the "City of Tampa," "Hillsborough County," and "State of Florida" shall appear under the name of the plat;
- 3. *Property description.* Each plat shall show a description of the lands subdivided, and the description shall be the same as in the title certification. The description must be so complete that from it, without reference to the plat, the starting point and boundary can be determined;
- 4. *Section lines; metes and bounds; land grants.* All section lines and quarter section lines occurring in the map or plat shall be indicated by lines drawn upon the map or plat, with appropriate words and figures. If the description is by metes and bounds, the point of beginning shall be indicated, together with all bearings and distances of the boundary lines. If the platted lands are in a land grant or are not included in the subdivision of government surveys, then the boundaries are to be defined by metes and bounds and courses. The initial point in the description shall be tied to the nearest government corner or other recorded and well-established corner;
- 5. *Contiguous properties; resubdivisions.* All contiguous properties shall be identified by subdivision title, plat book and page or, if unplatted, land shall be so designated. If the subdivision platted is a resubdivision or a part of 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 resubdivision shall be stated as a subtitle following the name of the subdivision wherever it appears on the plat;

- b. *Permanent reference monuments.* Each P.R.M. shall be shown on the plat by appropriate designation;

e. ~~Permanent control points.~~ All P.C.P.'s shall be shown on the plat by an appropriate designation. It is the land surveyor's responsibility to furnish the clerk or recording officer of the county his certificate that the P.C.P.'s have been set and the dates the P.C.P.'s were set, in accordance with a surveyor's certification form established by the county; and

d. ~~Design.~~

1. ~~Streets, waterways.~~ Location, width and names of all streets, waterways or other rights-of-way shall be shown on the plat;
2. ~~Easements.~~ Location and dimensions of all easements shall be shown on the plat, shall be described in the notes or legend as necessary and their intended use shall be clearly stated;
3. ~~Lot and block numbers.~~ All lots shall be numbered by progressive numbers and, if numbered by blocks, each block shall be progressively numbered or lettered, except that blocks in numbered additions bearing the same name may be numbered consecutively throughout the several additions;
4. ~~Corner radii.~~ Block corner radii dimensions shall be shown;
5. ~~Survey data.~~ 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. 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. All measurements shall refer to horizontal plane and in accordance with the definition of a foot or meter adopted by the United States Bureau of Standards;
6. ~~Curvilinear lots.~~ 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 nonradial lines shall be indicated;
7. ~~Street centerlines.~~ The centerlines of all streets shall be shown with distances, angles, bearings or azimuth, P.C.'s, P.T.'s, P.R.C.'s, P.C.C.'s, arc distance, central angles, tangents, radii, chord and chord bearing or azimuth or both;
8. ~~School, park and recreation parcels.~~ School, park and recreation parcels, as applicable, may be so designated or the developer may provide a schedule of uses;
9. ~~Excepted parcels.~~ All interior excepted parcels shall be clearly indicated and labeled "not a part of this plat";
10. ~~Dedications and reservations.~~ The purpose and location of all areas dedicated or reserved must be clearly indicated or stated on the plat;
11. ~~Conservation and preservation areas.~~ Exact locations of all conservation and preservation areas, including natural wetlands, mitigated wetlands and upland preserves, shall be identified;

12. ~~Curve details.~~ When it is not possible to show curve detail information on the map, a tabular form may be used; and

13. ~~Street lighting plan.~~ In conformance with the standards of the department of public works, shall be submitted with the application for final plat.

(h) ~~Covenants, etc.~~ A draft of any proposed protective covenants, property owners association articles of incorporation and bylaws; and

(i) ~~Itemized cost estimate of improvements or bid.~~ When posting performance security under the provisions of section 27-153.2.15, itemized cost estimates of all required improvements made by a state registered engineer or a bid from a reputable bondable contractor shall be submitted prior to final plat approval of construction drawings.

a. ~~If the engineers cost estimate is determined to be inadequate when compared to the city's cost to install the improvements, then the city shall modify the engineers estimate to meet city cost.~~

b. ~~If a developer chooses to utilize the bid from the contractor who was awarded the job and the city finds the bid amount to be inadequate when compared to the city's cost to install the improvements, then the following requirements are applicable:~~

1. ~~The contractor's bonding company must be accepted by the city attorney's office have no less than a B+ rating as determined by Best Bond Book; and~~

2. ~~If the contractor's total bid is insufficient when compared to the city's cost to install the improvements, then the city will require a certified letter from the contractor on the contractor's stationary stating that the contractor will install the improvements for the City of Tampa at the same bid price contracted with the developer.~~

3. ~~The city will require a certified letter from the developer stating that the bid for infrastructure was awarded to a specific contractor, naming the contractor and stating the total bid price under contract for the required improvements.~~

(j) ~~Application for streetlight assessment program.~~

~~(Ord. No. 89-261, § 2(35-54), 10-12-89; Ord. No. 91-89, §§ 20, 21, 5-30-91; Ord. No. 96-241, § 27, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 4, 5-16-2013)~~

Sec. 27-153.2.24. Express ~~subdivision review~~ Processes.

(1) Express subdivision review:

a) Small subdivisions are eligible for express subdivision review. Small subdivision review allows for the waiver of both the preliminary plat and infrastructure construction drawing requirements, provided that all lots within the proposed subdivision are for single-family use, have approved access, existing potable water, and sanitary sewer facilities.

b) Minor subdivisions are eligible for express subdivision review. Minor subdivision review allows for the waiver of the preliminary plat requirements in certain circumstances in ~~subsection (c)(1).~~

In order to waive the preliminary plat requirement, a preliminary application conference must be requested by the developer. Upon scheduling the conference, the developer shall provide the city with a survey of the proposed subdivision. The subdivision coordinator may waive the preliminary plat requirements in any of the following circumstances:

i) All of the single-family residential lots within the proposed subdivision have approved access and existing potable water and sanitary sewer facilities;

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- ii) The proposed subdivision includes a maximum of two (2) lots which will be developed for commercial, industrial, or multifamily uses, and all of the lots within the subdivision have approved access and existing adequate improvements and utilities; or
 - iii) The proposed subdivision relates solely to roadways, provided that code requirements for construction drawings and a final plat materials are otherwise fulfilled.
- c) The department may grant exceptions to the requirements for subdivisions which have been certified by the city as affordable housing subdivisions or housing programs administered through the community redevelopment agency.
- (a) ~~Small subdivisions. Small subdivisions are eligible for express subdivision review. Small subdivision review allows for the waiver of both the preliminary plat and construction drawing requirements; provided that all lots within the proposed subdivision are for single-family use, have approved access and existing potable water and sanitary sewer facilities.~~
 - (b) ~~Minor subdivisions. Minor subdivisions are eligible for express subdivision review. Minor subdivision review allows for the waiver of the preliminary plat requirements in certain circumstances as set forth in subsection (c)(1).~~
 - (c) ~~Criteria for express subdivision review.~~
 - (1) ~~In order to waive the preliminary plat requirement, a preliminary application conference must be requested by the developer. Upon scheduling the conference, the developer shall provide the city with a survey of the proposed subdivision. The subdivision coordinator may waive the preliminary plat requirements in any of the following circumstances:~~
 - a. ~~All of the single-family residential lots within the proposed subdivision have approved access and existing potable water and sanitary sewer facilities;~~
 - b. ~~The proposed subdivision includes a maximum of two (2) lots which will be developed for commercial, industrial, or multifamily uses, and all of the lots within the subdivision have approved access and existing adequate improvements and utilities; or~~
 - c. ~~The proposed subdivision relates solely to roadways, provided that code requirements for construction drawings and a final plat materials are otherwise fulfilled.~~
 - (2) ~~In order to waive the construction drawing requirement, a preliminary application conference must be requested by the developer. Upon scheduling the conference, the developer shall provide the city with a survey of the proposed subdivision. The subdivision coordinator may waive the construction drawing review requirements in any of the following circumstances:~~
 - a. ~~No improvements are required by these procedures or any other provision of the City Code;~~
 - b. ~~All required improvements will be installed by the city and the developer has paid for such improvements;~~
 - c. ~~All of the lots within the proposed subdivision have approved access and existing adequate improvements and utilities;~~
 - d. ~~The proposed subdivision includes a maximum of two (2) lots which will be developed for commercial, industrial, or multifamily uses, and all of the lots within the subdivision have approved access and existing adequate improvements and utilities; or~~
 - e. ~~The proposed subdivision relates solely to roadways, provided that code requirements for construction drawings and a final plat materials are otherwise fulfilled.~~
- (2) Expedited Construction Building Permits. For expedited residential building construction permits in accordance with section 177.073, Florida Statutes, the applicant shall file and receive approval for both

preliminary plat and infrastructure construction drawings and include additional documentation as part of the applications.

(1) Preliminary plat applications shall declare the expedited construction request in the project scope and include the completed expedited request form in addition to the requirements of the Subdivision Handbook

(2) Infrastructure construction drawing applications shall declare the expedited construction request in the project scope and include a project cost estimate for performance security in accordance with section 27-153.2.15 in addition to the requirements of the Subdivision Handbook. If security is not established prior to the accompanying preliminary plat approval, the cost estimates must be re-confirmed or updated by the department prior to establishment of security in advance of the construction permitting application.

(Ord. No. 96-241, § 28, 10-31-96; Ord. No. 2013-67, §§ 1(Exh. A), 4, 5-16-2013)

Sec. 27-153.2.25. Affordable housing subdivisions. Zoning Covenants

Where two parcels are intended to be created for fee simple ownership of single-family detached or semi-detached dwellings in a multifamily, office, or commercial zoning district, in accordance with the future land use for the purpose of being treated as a single zoning lot and are not required to be created through subdivision processes, the two parcels shall enter a zoning covenant.

- a) The owners or authorized representatives shall submit to the department the unrecorded zoning covenants for the two parcels requested to be developed as a single zoning lot. If approved, the covenants must then be recorded by the applicant prior to development of the parcels.
- b) For intended residential development located in a commercial district, special use approval must be received prior to zoning covenant approval.
- c) Covenant approval must be received before issuance of construction permits.

The department may grant exceptions to the requirements of these procedures may be made for subdivisions which have been certified by the city as affordable housing subdivisions and have been underwritten through the Mayor's Challenge Fund or other bona fide housing programs administered through the community redevelopment agency as follows:

- (a) Affordable housing subdivisions may be exempt from the requirements of installing a stormwater retention/detention facility located within a common area and establishing a homeowners association which addresses stormwater requirements if:
 - (1) A subdivision is certified by the City of Tampa as affordable housing project and is so recorded on the final plat;
 - (2) The subdivision is comprised of less than ten (10) platted lots;
 - (3) The subdivision is not located on a stormwater management advisory list;
 - (4) The subdivision is not located in a volume sensitive basin; and
 - (5) The subdivision would not be contributory to an identified flooding problem.
- (b) Affordable housing subdivisions may also be exempt from subdivision technical requirements if the project incorporates or is an innovative design.
- (c) The developer shall not be required to provide defect security upon the final acceptance of all required improvements by the city.
- (d) Affordable housing subdivisions may be eligible for express subdivision review.

(Ord. No. 96-241, § 29, 10-31-96; Ord. No. 2013-67, §§ 1(Exh. A), 4, 5-16-2013; Ord. No. 2020-166, § 26, 12-17-2020)

Sec. 27-153.2.26. Electronic data.

Developers are encouraged shall to provide the required subdivision documentation in an electronic data form pursuant to the criteria listed below.

- (a) The following basic requirements apply in any case in which electronic data is submitted:
 - (1) Drawing files must be submitted in AUTOCAD.dwg format or in the form of .DXF files;
 - (2) Each electronic file must be supplied on a three and one half (3½) inch disk;
 - (3) Each disk must be clearly labeled with the name of the electronic file stored on the disk;
 - (4) File compression through PKZIP is permitted provided that, if extraction by PKUNZIP is used, then the compressed files must have an extension of .ZIP; and
 - (5) Each drawing must be made in decimal units at a scale of one equals one (1=1), and must have a line scale of forty (40).

(b) Electronic files must conform to the following layer formats:

LAYER NAME	COLOR	LINETYPE	DESCRIPTION
0	7 (WHITE)	CONTINUOUS	BORDER, TITLE, NORTH ARROW
SECTL	1 (RED)	PHANTOM	SECTION & MID SECTION
BORTEXT	7 (WHITE)	CONTINUOUS	TEXT (WITHIN TITLEBOX)
ROW	7 (WHITE)	CONTINUOUS	RIGHT-OF-WAY LINES
SHORE	5 (BLUE)	CONTINUOUS	SHORELINE, RIVER EDGE, LAKE
LOT	3 (GREEN)	CONTINUOUS	LOT LINES
LOTNUM	4 (CYAN)	CONTINUOUS	LOT NUMBERS
SECNUM	1 (RED)	CONTINUOUS	ADJOINING SECTION NUMBERS
BLOCKNUM	7 (WHITE)	CONTINUOUS	BLOCK NUMBERS
SUBNAME	7 (WHITE)	CONTINUOUS	SUBDIVISION NAME
SUBBOUND	252 (GRAY)	DASHED	SUBDIVISION BOUNDARY
ESMT	4 (CYAN)	DASHED	EASEMENTS
VACATED	7 (WHITE)	HATCH	VACATED STREETS & EASEMENTS
STREETIN	7 (WHITE)	CONTINUOUS	STREET NAMES WITHIN RIGHT-OF-WAY
STREETOUT	7 (WHITE)	CONTINUOUS	STREET NAMES OUTSIDE RIGHT-OF-WAY
RR	7 (WHITE)	CONTINUOUS	RAILROAD
LIMITS	1 (RED)	CENTER	CITY LIMITS
DIMROW	6 (MAGENTA)	CONTINUOUS	RIGHT-OF-WAY DIMENSIONS
DIMLOT	6 (MAGENTA)	CONTINUOUS	LOT DIMENSIONS
GNOTES	7 (WHITE)	CONTINUOUS	GENERAL NOTES
DESCRI	7 (WHITE)	CONTINUOUS	LEGAL, DEDICATION LANGUAGE

(c) All text must be provided in Standard Font, based upon the scale of one (1) inch equaling two hundred (200) feet (1" = 200'), as noted below:

Dimensions	= 15'
Lot numbers	= 15'
Block numbers	= 30'
Street names	= 15'
Easements	= 15'
Dedication language	= 20'
Description	= 20'
Subdivision name	= 50'/100'
General notes	= 15'

(Ord. No. 96-241, § 30, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Subdivision 1.3. Fee Authority and Types; Permits; Inspections

Sec. 27-153.3. Fees—City council to establish.

The city council shall have the authority to set fees by resolution.

(Ord. No. 89-261, § 2(35-71), 10-12-89; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-153.3.1. Same—Types enumerated.

Fees may shall be charged for the following:

- (1) Application fee;
- (12) Plans examination;
- (23) Recording or vacating fees;
- (3) Reproduction of mylars; and
- (4) Resubmittal fees;
- (5) Record extension fees; and
- (6) Revision fees

(Ord. No. 89-261, § 2(35-72), 10-12-89; Ord. No. 96-241, § 32, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-153.3.2. Land alteration prior to construction drawing approval.

(a) Upon submission of a preliminary plat and submission and approval of all necessary site clearing and drainage and earthwork permits, land alteration may commence to conduct excavation for improvements and temporary stockpiling. A land alteration plan shall be submitted and may include property outside of the preliminary plat but within the master planned project.

(b) The land alteration plan shall include the following:

- (1) Legal description of the entire area to be altered;

- ~~(2) Total acreage of the entire area to be altered;~~
 - ~~(3) Approximate location of trees or tree groupings, ponds, lakes and watercourses and other significant natural features. Locations may be by reference to aerial photographs at a scale of one (1) inch equals one hundred (100) feet, unless otherwise approved by the city;~~
 - ~~(4) Location of temporary stockpiles and erosion control devices to be utilized on stockpiles;~~
 - ~~(5) Approximate location and gross acreage of all wetlands and jurisdictional areas proposed and environmental protective devices to be utilized;~~
 - ~~(6) General location of planned streets, haul roads and other public or common areas; and~~
 - ~~(7) Drainage and earthwork plan (at a scale of one (1) inch equals two hundred (200) feet, unless otherwise approved by the city), including location and approximate dimensions of cut and fill volumes.~~
- ~~(c) Land alteration undertaken prior to approval of construction drawings is done at the sole risk of the developer, irrespective of permit issuance by the city. Review and approval of preliminary plats and construction drawings shall not take into consideration land alteration which commenced, under this section, prior to approval of construction drawings. The city may require that land be returned to its original state or that other remedies be effected by the developer, if land alteration conducted under this section does not conform to subsequently approved construction drawings.~~
- ~~(Ord. No. 89-261, § 2(35-73), 10-12-89; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)~~

Sec. 27-153.3.3. Model homes/sales centers.

Following approval of infrastructure construction drawings and subject to the requirements and limitations of section 27-282.2 of the zoning chapter and all requirements listed below or herein, building permits for model homes/sales centers may be issued.

- (a) All model homes/sales centers shall be constructed and located in such manner as to comply with all requirements of this Code and all other applicable laws, including adequate water and sewer service.
- (b) All homes shall be provided with adequate access to an approved and constructed street by completion of their construction and so situated to minimize pedestrian or vehicular traffic through areas of ongoing construction activity. This shall occur prior to the issuance of a certificate of occupancy.
- (c) No more than ~~fifteen (15)~~ percent of all lots or units or a maximum of ~~fifteen (15)~~ units, whichever is less, in each plat may be permitted as model homes or sales centers unless otherwise allowed elsewhere in the code. A subdivision proposing ~~ten (10)~~ units or less or lots on a plat may be permitted for one ~~(1)~~ model home or sales center.

~~(Ord. No. 89-261, § 2(35-74), 10-12-89; Ord. No. 96-241, § 33, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)~~

~~Cross reference(s)—Model dwelling units and preconstruction sales offices in certain zoning districts, § 27-282.2.~~

Sec. 27-153.3.4. Inspections; approval of private improvements; acceptance of public improvements.

- (a) *Inspections; as-built drawings; test reports.* The installation of all improvements shall be subject at all times to inspection by the city. The developer shall employ a state-registered engineer to observe the work during construction to ensure compliance with approved plans. Upon completion, the engineer of record shall

certify that the improvements have been installed and completed in accordance with approved construction drawings. Further, the developer shall submit to the city all required test reports, and the required number of copies of high quality, reproducible Mylar as-built drawings prepared to specifications of the city and certified by the engineer of record, showing the actual installation of all improvements.

- (b) *Approval of private improvements.* Upon satisfactory final inspection of any private improvements, receipt of as-built drawings and required test reports, the city shall approve all such improvements. Such approval shall be evidenced by a written or stamped approval of improvements executed by appropriate city departments. Maintenance of such private improvements remains the sole responsibility of the developer.
- (c) *Acceptance of public improvements.*
 - (1) Upon satisfactory final inspection of any public improvements, such improvements may be approved by the city. Approval of such improvements does not imply acceptance for maintenance by the city.
 - (2) Upon satisfactory final inspection of any public improvements, acceptance of as-built drawings and required test reports, the city shall accept responsibility for the maintenance of such improvements, provided that such improvements are on land which the city owns or for which it has accepted an offer of dedication or easement. Such acceptance shall be evidenced by a written or stamped acceptance of improvements executed by appropriate city departments. Unless and until the city acquires such interests, maintenance of such improvements shall remain the sole responsibility of the developer.

(Ord. No. 89-261, § 2(35-75), 10-12-89; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Cross reference(s)—Inspections generally, § 1-27.

Subdivision 2. Sanctions; Appeals; Boards

Subdivision 2.1. Generally

Secs. 27-154.1—27-154.1.10. Reserved.

Subdivision 2.2. Action Authorized to Mitigate Violations

Sec. 27-154.2. Stop work and emergency orders.

Upon notice from the ~~city subdivision coordinator~~, work on any system that is being done contrary to the provisions of these procedures or in a dangerous or unsafe manner shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, the owner's agent, or the person doing the work or posted at the job site and shall state the conditions under which work may be resumed. Where an emergency exists, oral notice by the ~~city subdivision coordinator~~ shall be sufficient to require the stoppage of work.

(Ord. No. 89-261, § 2(35-91), 10-12-89; Ord. No. 96-241, § 34, 10-31-96; Ord. No. 2013-67, §§ 1(Exh. A), 3, 4, 5-16-2013)

Secs. 27-154.2.1—27-154.2.10. Reserved.

Subdivision 3. Technical Provisions

- CODE OF ORDINANCES
Chapter 27 - ZONING AND LAND DEVELOPMENT
ARTICLE II. - ADMINISTRATION AND GENERAL PROCEDURES
DIVISION 8. - SUBDIVISION PROCEDURES
Subdivision 3.1. Authority to Establish/Publish Technical Standards

Subdivision 3.1. Authority to Establish/Publish Technical Standards

Sec. 27-155.1. Technical standards may be established.

The ~~department subdivision coordinator~~ may establish technical standards setting forth: administrative guidelines governing the enforcement of these procedures; requirements not specifically addressed in these procedures but necessary to the effective pursuit of the purpose of these procedures; and any other information needed for the uniform and orderly administration of these procedures. Such standards are to be published in a technical manual, which manual shall be on file on file with the department in the office of the city clerk at least seven (7) days prior to adoption thereof and shall be made available to the public for inspection and for duplication at cost.

(Ord. No. 89-261, § 2(35-121), 10-12-89; Ord. No. 96-241, § 36, 10-31-96; Ord. No. 2013-67, §§ 1(Exh. A), 3, 4, 5-16-2013)

Cross reference(s)—Requirements not covered by Code may be required by the official, § 1-17.

Secs. 27-155.1.1—27-155.1.10. Reserved.

Subdivision 3.2. Adoption of Standards by Reference

Sec. 27-155.2. Technical standards adopted.

The technical manuals and standards set forth and adopted for sanitary sewers (wastewater), transportation, water, site clearing, tree removal and landscape, and stormwater management, or other departments, which are on file in the office of the city clerk, are herein adopted by reference and, therefore, have the force and effect of law.

(Ord. No. 89-261, § 2(35-136), 10-12-89; Ord. No. 90-23, § 1, 2-8-90; Ord. No. 96-241, § 36, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Secs. 27-155.2.1—27-155.2.10. Reserved.

Subdivision 3.3. Specific Technical Requirements

Sec. 27-155.3. General requirements.

No subdivision plat shall be approved under the provision of these procedures unless the subdivision satisfies the following standards and requirements:

- (a) *Consistency with the comprehensive plan.* All proposed subdivisions shall be consistent with the comprehensive plan adopted by the city.

- (b) *Conformance with applicable regulations.* All subdivisions shall be designed and constructed in conformance with all requirements of these procedures, this Code and all other federal, state and city laws and regulations applicable to the subdivision, development and the sale of land.
- (c) *Flood protection.* No subdivision or part thereof shall be approved unless it conforms with all minimum requirements of Chapter 5, Section 5-111, flood damage control technical requirements, of this Code.
- (d) *Floor elevations.* Subject to limitations in subsection (c) above, all building floor elevations for living space shall be a minimum of ~~one and one-half~~ {1½} feet above the elevation of the center of the street pavement or street surface adjacent to the building, unless an exception is approved by the department of public works, and the site shall be graded to provide adequate drainage.

(Ord. No. 89-261, § 2(35-141), 10-12-89; Ord. No. 96-241, § 37, 10-31-96; Ord. No. 2013-67, §§ 1(Exh. A), 4, 5-16-2013)

~~Sec. 27-155.3.1. Improvements required; minimum design and construction standards.~~

~~(a) *Improvements required.* In addition to other requirements of these procedures, all subdivisions shall include certain improvements or facilities which are designed and constructed to comply with minimum standards of the city. The adequacy and availability of these public or private facilities shall be considered in reviewing such plats and shall include, but not be limited to:~~

- ~~(1) Streets, emergency access and other traffic circulation improvements;~~
- ~~(2) Sidewalks and other pedestrian circulation improvements;~~
- ~~(3) Street signs, lighting and pavement markings;~~
- ~~(4) Water;~~
- ~~(5) Sanitary sewer;~~
- ~~(6) Storm sewers and drainage system components;~~
- ~~(7) Environmental/conservation areas; and~~
- ~~(8) Survey monuments.~~

~~(b) *Minimum design and construction standards.* All subdivision improvements shall be designed and constructed to conform to or exceed the city's design and materials criteria, standards and specifications set forth in the city's technical manuals. These manuals shall be periodically updated as necessary to reflect changes and additions to the criteria, standards and specifications.~~

~~(c) *Additional improvements.* Where appropriate, the following shall be provided in accordance with the requirements of the city:~~

- ~~(1) Emergency services;~~
- ~~(2) Sanitation service;~~
- ~~(3) Education sites; and~~
- ~~(4) Recreation areas.~~

~~(Ord. No. 89-261, § 2(35-142), 10-12-89; Ord. No. 96-241, § 38, 10-31-96; Ord. No. 96-241, § 38, 10-31-96; Ord. No. 2013-67, §§ 1(Exh. A), 4, 5-16-2013)~~

Sec. 27-155.3.2. Private street, drainage and other improvements.

Should the developer wish to plat the subdivision with privately owned and maintained street, drainage and other improvements, the following requirements shall apply:

- (a) ~~The preliminary and final plats must indicate that both the street and drainage rights of way are to be privately owned and maintained. Ownership and maintenance responsibilities for these improvements must be the sole responsibility of the subdivision property owners association.~~
- (b) ~~All street and drainage rights of way within the subdivision are to be shown on the final plat as common areas dedicated to the property owners association of the subdivision for ownership and maintenance. Such dedication must include the right of ingress and egress, as well as contain a utility easement for the installation and maintenance of all utility lines serving the subdivision. If off-site drainage is to be routed through areas or easements within the subdivision, a drainage flow through easement over such streets, areas or easements shall also be dedicated to the city to allow for emergency maintenance of drainage facilities.~~
- (c) ~~All minimum design, construction and material standards of these procedures and the city departments must be met. Departmental standards for public and private improvements may vary.~~
- (d) ~~All utilities, i.e., electricity, gas, etc., serving the subdivision must be owned and maintained by the respective utility company up to the meter or outside edge of the adjacent public right of way, as appropriate. All utilities must be kept within the street right of way lines whenever possible.~~
- (e) ~~All private improvements within the road and drainage rights of way are to be owned and maintained by the subdivision property owners association or community development district.~~
- (f) ~~Prior to final plat application, the developer shall have prepared a property owners association document that contains the following requirements as a minimum:
 - (1) ~~Membership in the association must be mandatory for all lot owners;~~
 - (2) ~~A declaration that all improvements within the road and drainage rights of way within the subdivision, other than those owned by a private or public utility, are to be owned, maintained, repaired and replaced by and at the expense of the lot owners, not by the city; and~~
 - (3) ~~A funding mechanism to ensure that maintenance, repair and replacement costs are available must be established. The funding mechanism must be mandatory for all lot owners and include a sinking fund provision for replacement of all private improvements including, but not limited to, private roads, sidewalks, storm sewers, water and sanitary sewer systems.~~~~

(Ord. No. 89-261, § 2(35-143), 10-12-89; Ord. No. 96-241, § 39, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-155.3.3. Streets.

- (a) ~~Access to public streets. Every subdivision and lot within a subdivision shall immediately touch, adjoin and abut an approved private street, an approved access easement or a street dedicated to the public which has been accepted for maintenance by the city.~~
- (b) ~~Relation to adjoining and/or proposed street system. The arrangement of streets in new subdivisions shall make provision for the continuation of existing principal streets from adjoining areas or for their proper projection where adjoining land is not subdivided. Where street extensions into adjacent undeveloped land are necessary to ensure a coordinated street system, provision for such future streets shall be made. Where a subdivision abuts or contains an existing or proposed arterial street, it may be required that the following be provided: marginal access street, screen planting, deeper lots or other such treatment as may be~~

necessary for adequate protection of residential properties and to afford separation of through and local traffic. Unless specifically required by the city, all screening plantings and buffers shall be contained on individual lots or within privately owned easements and shall not be the responsibility of the city for maintenance.

- (c) *Improvements within rights of way.* No walls, fences, gates, signs or other obstructions shall be constructed or placed within the right of way unless otherwise approved by the department of public works. Some existing trees may be allowed to remain and others planted, if approved by the department of public works and the department, when in accordance with all city plans, programs and regulations.
- (d) *Street names.* New streets which are extensions of or in alignment with existing streets shall bear the name of the existing street. The street names "boulevard" and "parkway" shall be reserved for special designations of arterial streets which hold special historical or geographic importance. All others shall be named in the following manner:

Direction	Long	Short*
North and south	Streets	Places
East and west	Avenues	Courts
Diagonal	Roads	Ways
Curving	Drives	Lanes or circles

*Less than 1,000 feet.

Street names shall be approved by the department, and in no case shall a name for a proposed street duplicate an existing street name, irrespective of whether the street is further described as an avenue, boulevard, driveway, place or court.

(Ord. No. 89-261, § 2(35-144), 10-12-89; Ord. No. 96-241, § 40, 10-31-96; Ord. No. 96-241, § 40, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-155.3.4. Sidewalks.

- (a) A master sidewalk plan shall be designed for ease of pedestrian movement throughout the subdivision and to existing streets adjacent to the subdivision in conformance with the standards established by the department of public works.
- (b) Sidewalk handicapped ramps, designed to city specifications, shall be provided at all intersections when possible.
- (c) Sidewalks within residential or commercial subdivisions are required improvements and do not require performance security. The developer shall install the sidewalks and obtain city approval before the city may issue any certificates of occupancy for structures within the subdivision. Sidewalks associated solely with roadways must be bonded or constructed prior to final plat approval.

(Ord. No. 89-261, § 2(35-145), 10-12-89; Ord. No. 96-241, § 41, 10-31-96; Ord. No. 96-241, § 41, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-155.3.5. Streetlights.

- (a) The developer shall be required, as a condition of his subdivision plat approval, to provide street lighting meeting the standards established by the department of public works and establish the funding mechanism.

- (b) ~~The developer shall install underground wiring unless the area is determined by the department of public works to be an existing overhead wiring area. Poles must meet the specifications of the department of public works and Tampa Electric Company for lighting along public rights-of-way. Specifications for poles along private rights-of-way must also be approved by the department of public works.~~
- (c) ~~The developer or an existing neighborhood or commercial area may make an up-front lump sum payment, bond the cost or request that the city or CDD levy a special assessment for the cost of streetlights.~~
- (1) ~~**Lump sum and bonded payment.** The lump sum payment or bond shall be due to the city during the final plat process. The lump sum payment or bond shall cover the base facility charge for twenty (20) years (the average life of the lighting system).~~
- a. ~~**Streetlight formula.** The streetlight formula employed by the city to determine the lump sum payment or the amount of the bond is as follows~~
- ~~(Base facility charge + pro-rata share of franchise fee) × number of locations × 12 months × 20 years~~
- b. ~~**Streetlights on public rights of way.** The following shall apply to streetlights installed on public rights of way:~~
1. ~~**Payment.** The developer may either~~
 - i. ~~pay the lump sum amount pursuant to the streetlight formula, or~~
 - ii. ~~post a performance bond to insure that the lump sum will be paid in the future.~~
 2. ~~The developer's streetlight cost shall include the equipment, material and installation costs (base facility charge).~~
 3. ~~The city shall pay the fuel, energy and maintenance costs. The city shall contract with TECO to install the streetlights and pay the entire TECO monthly bill.~~
- c. ~~**Streetlights on private rights of way.** The following shall apply to streetlights installed on private rights of way:~~
1. ~~**Payment.** The developer may either~~
 - i. ~~post a performance bond using the streetlight formula as, or~~
 - ii. ~~provide the city with a copy of an executed agreement with the company which will install the streetlights. The agreement must be approved by the city attorney's office and the department of public works.~~
 - d. ~~If a developer chooses to bond the streetlight cost, the bond shall not be extended if one-third (1/3) or more of the total number of units in the subdivision have received a certificate of occupancy.~~
- (2) ~~**Special assessment.** A developer or an existing neighborhood or commercial area of any subdivision may apply at the final plat submission to the city for a special assessment to be levied against the lots in the subdivision for the full amount of the streetlight costs on public rights-of-way in the subdivision including all administrative expenses associated with the special assessment on a yearly basis.~~
- a. ~~**Public hearing to establish.** After public notice city council shall hold a public hearing to establish a special assessment program for the area in the application.~~
 - b. ~~**Levy.** The special assessment shall be levied by the city pursuant to F.S. § 197.3632, the Uniform Method for the Levy, Collection, and Enforcement of Non-ad Valorem Assessments.~~

c. ~~Interim costs.~~ At the final plat submission between the date of final plat approval and the inclusion of the subdivision or area in the special assessment program, the developer shall contract directly with TECO for the installation of the streetlights and payment of the streetlight costs until the date the special assessment is effective.

d. ~~Assessments.~~ The special assessments shall be divided into master improvement streetlights and local streetlights and shall be levied according to the benefit provided by the streetlights to each lot. The benefit to each lot shall be determined by the size of each lot. Lots of the same approximate size in a subdivision shall be subject to the same rate(s). City council shall determine if the lots in a subdivision are of the same approximate size; provided, however lots which are of the same approximate size shall not vary more than one thousand five hundred (1,500) square feet in size. The special assessment shall be based on the type of pole and fixture and all associated costs, including administrative costs.

(Ord. No. 89-261, § 2(35-146), 10-12-89; Ord. No. 91-89, § 22, 5-30-91; Ord. No. 96-241, § 42, 10-31-96; Ord. No. 99-177, § 1, 8-5-99; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-155.3.6. Blocks.

(a) ~~Nonresidential block sizes.~~ Blocks designed for other than residential use shall be of a shape and size as may be suitable for their prospective use.

(b) ~~Residential block sizes.~~ The width of any residential block shall be sufficient to allow two (2) tiers of lots of appropriate depth, except where lots abut directly upon an expressway, major arterial, lake, waterway or a land use other than residential. Proper buffering and/or additional lot depth of the residential lots shall be provided where lots abut major streets or nonresidential uses.

(c) ~~Crosswalks.~~ In blocks over one thousand two hundred (1,200) feet in length or where otherwise deemed necessary to pedestrian access to schools, local shopping centers and parks, rights-of-way for crosswalks, with a minimum width of ten (10) feet, shall be provided.

(Ord. No. 89-261, § 2(35-147), 10-12-89; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-155.3.7. Easements.

(a) ~~Drainage easements.~~ Drainage easements shall be provided in accordance with the standards of the stormwater management division of the department of sanitary sewers.

(b) ~~Utility easements.~~ Utility easements shall be centered on rear or side lot lines where required. Easements shall be provided in accordance with city and utility company standards. Wherever utility easements are planned adjacent to the subdivision boundary, the full width necessary shall be provided within the proposed subdivision.

(c) ~~Nonexclusive easements.~~ Whenever possible, the city shall endeavor to allow nonexclusive easements for stormwater and utilities so that the utilities can be located in one (1) easement area.

(Ord. No. 89-261, § 2(35-148), 10-12-89; Ord. No. 91-89, § 23, 5-30-91; Ord. No. 96-241, § 43, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-155.3.8. Lots.

(a) ~~Double frontage.~~ Lots having parallel double street frontage shall be avoided, except where essential to provide separation of residential development from railroad or arterial rights-of-way or nonresidential or

other more intensive uses. In such cases, provision shall be made either for marginal access streets or for lots backing onto the rights-of-way. Lots backing and fronting upon rights-of-way shall have additional depth so that buffering may be provided.

- (b) ~~Lot lines. Whenever possible, lot lines shall intersect streets and each other at right angles, and in no case shall a lot have an interior angle of less than thirty (30) degrees.~~
- (c) ~~Lot size. All lots shall have dimensions which conform to the applicable zoning regulations of the city. All new subdivisions shall have corner lots which have a width at least ten (10) percent greater than the minimum width required in Chapter 27 of this Code. Replatting existing lots of record which can still meet building setbacks as required in Chapter 27 will not be required to meet this criteria. In cases where private water and/or sewerage systems are contemplated, lot sizes may be increased as required by the city or state regulations. All odd or leftover pieces of land shall be included within adjoining full lots.~~
- (d) ~~City limits and lot lines. Lots shall not be designated so as to be divided by the city's boundary lines, except where unavoidable and upon approval of the city council.~~
- (e) ~~Lots with wells and/or septic tanks. If water and/or sewage disposal are to be provided by individual wells and/or septic tanks, respectively, then the final plat of the subdivision must be submitted to the appropriate state and local government agencies for their approval before approval of the final plat.~~

(Ord. No. 89-261, § 2(35-149), 10-12-89; Ord. No. 91-89, § 24, 5-30-91; Ord. No. 96-241, § 44, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-155.3.9. ~~Underground utilities.~~

~~Except when prohibited by the city, all utilities to be installed in the subdivision; including, but not limited to, those required for distribution lines, electric services, telephone, telegraph and CATV, shall be installed underground. Appurtenances, such as transformer boxes, pedestal-mounted terminal boxes and meter cabinets, may be placed aboveground.~~

(Ord. No. 89-261, § 2(35-150), 10-12-89; Ord. No. 96-241, § 45, 10-31-96; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)

Sec. 27-155.3.10. ~~Permanent reference monuments and control points.~~

~~Permanent reference monuments and permanent control points shall be installed in accordance with the requirements and specifications of F.S. Ch. 177.~~

(Ord. No. 89-261, § 2(35-151), 10-12-89)

Sec. 27-155.3.11. ~~Platting multiple unit structures.~~

~~The reconfiguring and platting of lots for multiple unit structures may be permitted. However, the total area of land to be platted will establish the entire subdivision as one (1) zoning lot. Therefore, individual lots within the zoning lot may not be separately developed unless the lot meets all applicable zoning requirements.~~

(Ord. No. 91-89, § 25, 5-30-91; Ord. No. 2013-67, § 1(Exh. A), 5-16-2013)