



P.O. Box 13425 · Mexico Beach, Florida · 32410
Phone: 850-648-5700 · Fax: 850-648-8768

REPLAT REQUEST INFORMATION

A replat request requires the following information:

1. A legible copy of a survey before the division.
2. A legible site plan after the division showing all structures, additions, pools and driveways upon the property. Each item shall show measured distances from the property line or to a nearby structure shown on the plan then to a property line. The plan shall include any roads adjoining or easements that affect the property.
3. The plan shall show the existing setback lines.
4. A City of Mexico Beach "**Replat Letter of Request**" shall be submitted that clearly explains what is requested.
5. Application must be accompanied by the legal description of property before and after division.
6. The City Code of Ordinances dictates a Development Order Fee schedule and states that Variance requests shall require a charge of \$50.00 (Fifty Dollars). The code also states "the owner is responsible for the cost of Certified Return Receipt Mail for the adjoining property owner notifications".
7. The Code further states that these fees are payable upon submission and non-refundable.

REPLAT REQUEST LETTER

Owners Name (PRINT) _____

Owners Full Time Address _____

City _____ State _____ Zip _____

Owners Phone Number _____ Cell _____

Owners E-mail Address _____

Address of Variance _____

I AM REQUESTING THIS REPLAT FOR THE FOLLOWING REASON:

Owners Signature _____ Date _____

Date Received _____

CITY OF MEXICO BEACH PLANNING AND ZONING
APPLICATION SUPPORTING INFORMATION

(Please type or print clearly)

A. OWNER & CONTACT OR AGENT

Owner's Name & Address

Project Contact or Agent's
Name & Address
(if different from owner)

Telephone

B. SITE INFORMATION BEFORE DIVISION

Project Location

Appraiser's Parcel Number

Land Use Designation

Zoning District

Property Size

_____ (acres) _____ (square feet)

Current Property Use

FIRM Zone & Panel No.

Wetlands

Aquifer Recharge

Coastal Area Wildlife _____

Habitat _____

Surrounding Land Uses North: _____

South: _____

East: _____

West: _____

Fee Paid _____(YES) _____(NO)

Conforming/Non-Conforming _____

C. SITE INFORMATION AFTER DIVISION

Size of proposed lots or parcels (sq.ft.) _____

Do the divided lots meet LDR requirements? _____

D. UTILITIES

Source of Water _____

Sewage Disposal _____

Electricity Provider _____

By signing this application, the owner hereby authorizes the Planning and Zoning Board to access the subject property to verify information contained in this application and accompanying submittal documents.

Owner's or authorized applicant's signature

Date