

**Final Plat Application
Levy County, Florida**

IV. APPLICATION INSTRUCTIONS:

- (a) An application for a Final Plat must be accompanied by a fee of \$400.00 **plus all fees and costs for services of County Engineer, outside legal counsel or other professional consultants in connection with the application.** Please note, application fee may be subject to change.
- (b) If the applicant is not the owner of record of the property, the owner must agree to this application either by signing the application form, or by submitting a notarized letter authorizing the applicant to act as an agent. Owner's authorization is required at the time this application is submitted.
- (c) All required documentation and submission material is required to accompany the application at the time the request is submitted. Applications are screened for completeness. Depending on the proposed use, additional information may be required. **Failure to provide all information and submission material required shall delay the public review of the application until such time as all materials are received.**
- (d) The Final Plat applications are processed once a month. Applications received by the first (1st) day of the month preceding a regular monthly meeting of the planning commission will tentatively be scheduled, advertised and presented at a public hearing the following month. Applications received after the first (1st) of the month will not be scheduled for the following month.
- (e) Applications may be submitted as follows:
 - In Person: Levy County Planning and Zoning Department located at 320 Mongo Street, Bronson, Florida 32621
 - By Mail: Levy County Planning and Zoning, 320 Mongo Street, Bronson, FL 32621
- (f) This office will prepare the poster(s) and place them on the property involved in this request.
- (g) Abutting property owners will be notified by mail of the request. "Abutting property" is any property immediately adjacent or contiguous to the property which is the subject of this request or located within 300' (three hundred feet) of the subject property lines including, immediately across any road or public right-of-way for said property.