



MINOR SUBDIVISION PLAT REQUIREMENTS

- [APPLICABLE TOWN CODE SECTION – § 8-2-4](#)
- [TOWN CODE DEFINITION](#)

SUBDIVISION, MINOR: Any subdivision containing not more than four (4) lots or dwelling units fronting on an existing public street, not involving any new street or road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the master plan, official map, or zoning ordinance, if such exists, or these regulations. Minor subdivisions, as defined herein, shall be exempt from the requirements relating to the submission of a preliminary subdivision plat. The subdivider shall submit to the planning and zoning commission, at any regular meeting, fifteen (15) copies of the minor subdivision plat. The plat shall contain any one or all of the items of information required for a plat under subsections 8-2-4 B and C of this title, in accordance with requirements to be determined by the planning director in individual cases.

The planning director shall notify abutting property owners according to section 8-2-3 of this title. The planning and zoning commission and town council shall approve or disapprove the plat in the same manner set forth for the consideration of final plats.

- [REQUIRED FORMS AND FEES](#)
 1. Adherence to Subdivision File Naming Conventions
 2. Land Use Review Application – see [Notice](#)
 3. Development Improvements Agreement (executed)
 4. Fee - \$400.00 plus \$10.00 per unit or lot (Town Code [§ 1-8-2](#))

- [REQUIRED SUBMITTALS](#)
 1. Narrative
 2. Plat prepared in accordance with § 8-2-4 of the Town Code
 3. Construction Plans
 - a. Roadway Plan and Profile
 - b. Grading and Drainage Plan
 - c. Revegetation, Erosion and Sediment Control Plan
 - d. Phasing Plan (if applicable)

4. Final Geotechnical Report
5. Phase III Drainage Report
6. Stormwater Management Plan (if applicable)
7. Landscape Plan prepared in accordance with the Landscape Design Regulations and Guidelines and 2021 Update to Design Guidelines ([here](#))
8. Final Engineer's Estimate of Probable Cost
9. Executed copy of Declaration of Covenants for proposed HOA
10. Executed copy of Bylaws for proposed HOA
11. Proof of filing of Articles of Incorporation for proposed HOA
12. Proof of Accuracy for Plat – This shall be in the form of a copy of computer printout showing unadjusted and adjusted boundary. Error of said survey shall not be greater than one foot in seven thousand feet (1'/7,000'). The surveyor that created the plat can provide this.
13. Disclosure of Ownership – A title insurance commitment or attorney's title opinion showing that the subdivider is the owner of all the land to be platted and that all roads, streets, easements and other rights of way and all lots, tracts or sites dedicated or to be conveyed for public use, or for common use by all lot owners are free and clear from all liens and encumbrances except patent reservations and except liens and encumbrances which cannot be extinguished, released, or purchased by the developer. If such land is mortgaged by the developer, it shall be sufficient if the mortgagee joins in the dedication.
14. Letters of Evidence from the attorney, developer, and engineer testifying that the subdivision meets all requirements of the Town subdivision regulations.

- **PROCESS FOR APPROVAL**

1. One electronic (PDF) copy of all documents shall be submitted to permits@wpgov.com. Within 7 days, Planning Division staff shall conduct a completeness review. Submit documents 30 days prior to date of the Planning Commission meeting you wish to have the plat reviewed on. The Planning Commission meets on the second and fourth Tuesdays of each month.
2. The Planning Commission and Town Council will review the plat at a regularly scheduled meeting for compliance with § 8-2-4 of the Winter Park Town Code.
3. After approval of the plat, the applicant shall comply with all required conditions of approval prior to recording the plat.