



## **SITE & SUBDIVISION REVIEW Minor Subdivision Review Submittal Instructions**

Items listed below are required for a complete submittal. Submittals will not be accepted if all required items are not included with the initial submittal package. To submit your application, visit [HCFL.Gov/HillsGovHub](https://www.hcfl.gov/hillsgovhub). Additional [submittal instructions](#) are available as well as an [illustrated user guide](#). Please ensure that all files are labeled as shown in the required file name column (file names or portions of file names listed in *italics* should be customized for each file/version). Files should be submitted in PDF format.

### **Requirements for Review:**

| <b>Required Submittal Items</b>                           | <b>Required File Name</b>        |
|-----------------------------------------------------------|----------------------------------|
| Certificate of Complete Submittal                         | Cert Complete Submittal          |
| Owner Affidavit                                           | Owner Affidavit                  |
| Boundary Survey                                           | Bounday Survey                   |
| Plat                                                      | Plat                             |
| Recorded Deed                                             | Deed                             |
| Title Opinion                                             | Title Opinion                    |
| Transmittal Letter                                        | Transmittal Letter               |
| Southwest Florida Water Management District Documentation | SWFWMD Documentation             |
| Cross-Section - Low volume Private Road (if applicable)   | Cross Section                    |
| Natural Resources Permit (if applicable)                  | NR Permit                        |
| Tree Survey (if applicable)                               | Tree Survey                      |
| Vacating of Underlying Plat (if applicable)               | Vacating Plat                    |
| Vesting Letter (if applicable)                            | Vesting Letter                   |
| Presubmittal Documents (if applicable)                    | Presub Docs                      |
| Supporting Documents (if applicable)                      | <i>Provide Brief Description</i> |

Initial \$50 review fee due at time of submittal. This will be applied to total review fees. Total review fees will be assessed upon submittal based on the [current fee schedule](#).