



## REPLAT REQUEST INFORMATION

A replat request requires that the following information be supplied:

1. A legible copy of the survey before the division.
2. A legible site plan 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 the Variance requests shall require a charge of \$300.00 (Three Hundred 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 are 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