



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

August 22, 2016

Stacy Hall, PSM
George F. Young, Inc.
1905 S. Main Street
Gainesville, FL 32601

Also Sent Via Electronic Mail to sahall@georgefyoung.com

**RE: Revised Application Materials, Dated August 17, 2016; Application for
Minor Subdivision of Lot 18 of Pilot Forest, Final Plat (Elkins)**

Dear Mr. Hall:

On August 17, 2016 the City of Alachua received your revised application for the minor subdivision of Lot 18 of Pilot Forest, which proposes the replat of a \pm .50 acre parcel (Tax Parcel No. 03980-003-018). The stated purpose of this replat is to revise the south setback line from 40 feet to 20 feet.

Upon review of the revised application materials, it appears that Staff's comments concerning the application have been sufficiently addressed, and the item may therefore be scheduled for public hearings before the Planning & Zoning Board (PZB.)

You must provide 13 *double-sided, three-hole punched sets* of each application package and a CD containing a PDF of all application materials *no later than 10 business days prior to the PZB Meeting at which your application is scheduled to be heard*. The next PZB Meeting is scheduled for September 13, 2016 therefore the above referenced materials must be received by August 29, 2016. You are also responsible for posting public notice signs no later than August 29, 2016. These signs will be provided to you when ready.

Should you have any questions, please feel free to contact me at (386) 418-6100, ext. 108.

Sincerely,

Adam Hall, AICP
Planner

c: Kathy Winburn, AICP, Planning Director
Justin Tabor, AICP, Principal Planner
File

DEVELOPMENT REVIEW TEAM SUMMARY

PROJECT NAME: Pilot Forest Lot 18 (Elkins)

APPLICATION TYPE: Final Plat

APPLICANT/AGENT: Stacey Hall, PSM, George F. Young.

PROPERTY OWNER: Paul Elkins

DRT MEETING DATE: August 2, 2016

DRT MEETING TYPE: Staff

FLUM DESIGNATION: Moderate Density Residential

ZONING: RSF-1

OVERLAY: N/A

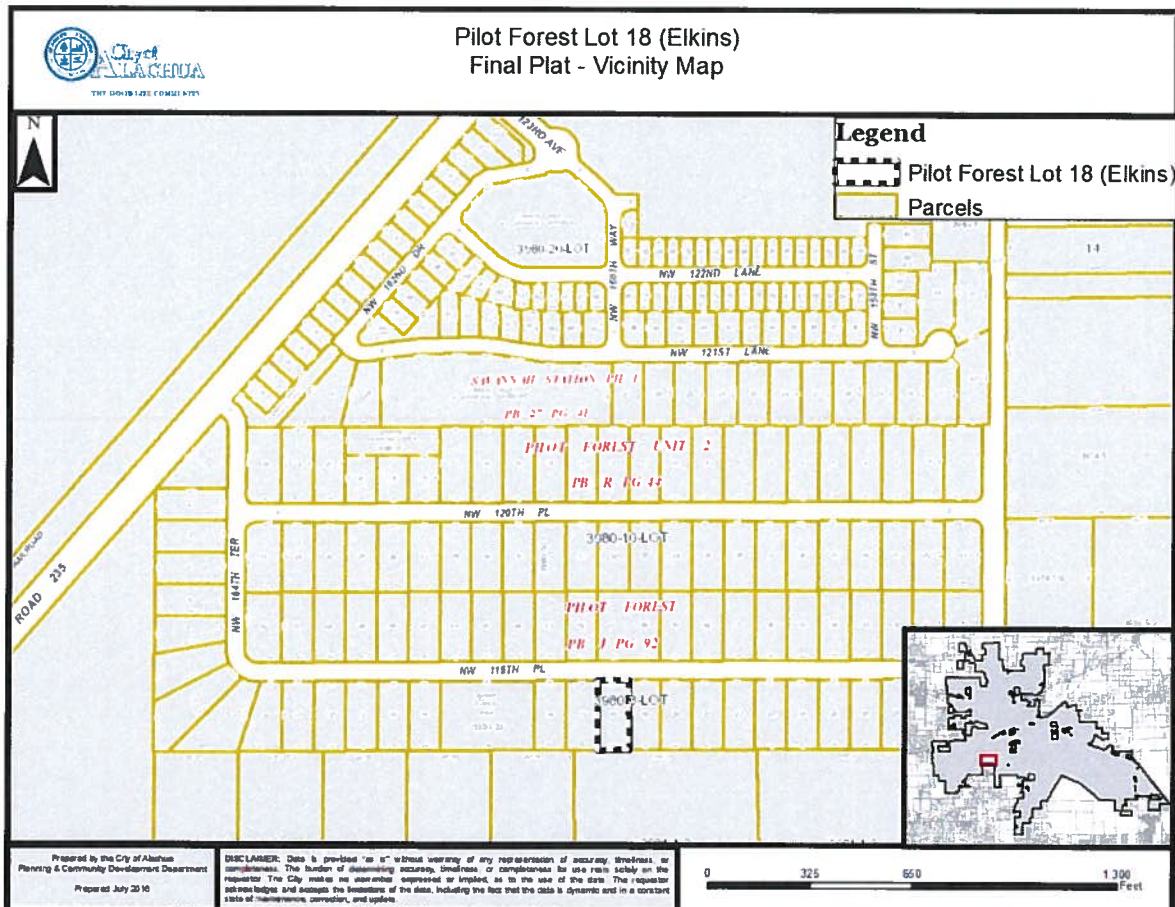
ACREAGE: ±.51 acres

PARCEL: Tax Parcel No. 03980-003-018

PROJECT LOCATION: East of County Road 235, west of NW 157th Street, along NW 118th Place in the Pilot Forest Subdivision.

PROJECT SUMMARY: A request for a Final Plat for the subdivision of a ±.51 acre tract revising an existing lot of record

RESUBMISSION DUE DATE: All data, plans, and documentation addressing the insufficiencies identified below must be received by the Planning Department on or before 4:00 PM on **Wednesday, August 17, 2016.**



According to Section 6.4.10 (F)(1)(b), City of Alachua Land Development Regulation, revisions to single lots within an existing platted subdivision are considered to be minor subdivisions and are evaluated using the procedures laid out in Section 2.4.10 (F)(2). Furthermore, minor subdivisions are subject to the standards found in Section 2.4.10 (F)(3). These standards are: (1) complies with standards found in Article 7, (2) complies with all other applicable provisions found in the Land Development Regulations, and (3) complies with all other relevant City ordinances and regulations.

The current minimum lot size for the subject property zoning category (RSF-1) is 40,000 square feet. At .51 acres, the subject property does not currently meet the minimum lot size and as such is a non-conforming lot of record. Article 8 of the City's Land Development Regulations does not directly address this situation, but Section 8.1.6 states that "changes that do not increase or that decrease the amount of nonconformity are allowed under these LDRs". This change would decrease the amount of nonconformity.

Deficiencies to be Addressed

1. *Application Response A.6*

Density listed under zoning category does not appear to be correct; also this information is not required under this section.

2. *Public School Generation Form*

Although the proposed project may be exempt from the public school generation requirements, the form still must be completed identifying the exemption being sought.

3. *Statement from Suwannee River Water Management District*

Although the proposed project may be exempt from Water Management District permitting requirements, a statement or letter from the Water Management District is still required.

4. *Proposed Plat*

AS proposed, the side setback lines would not conform with the dimensional standards for the zoning district (RSF-1). These are found in Table 5.1-2, City of Alachua Land Development Regulations.

5. *Outside Engineering Review Comments*

The applicant must address the comments provided by Aaron Hickman, PSM, of CHW, Inc., provided in a letter dated August 1, 2016.

**ALL COMMENTS AND REQUIREMENTS LISTED ABOVE
MUST BE COMPLIED WITH AND PROVIDED TO CITY STAFF
ON OR BEFORE 4:00 PM ON THE RESUBMISSION DATE
OF AUGUST 17, 2016.**



JACKSONVILLE | GAINESVILLE | OCALA
8563 Argyle Business Loop, Ste. 3, Jacksonville, Florida 32244
132 NW 76th Drive, Gainesville, Florida 32607
101 NE 1st Avenue, Ocala, Florida 34470
WWW.CHW-INC.COM

MEMORANDUM

To: Adam Hall, AICP
From: Aaron H. Hickman, PSM
Date: August 1, 2016
RE: Pilot Forest – A Replat of Lot 18

16-0461

Dear Mr. Hall:

As per your request I have completed my review of the submitted documents for the final plat application for Pilot Forest – A Replat of Lot 18 for compliance with Chapter 177, Part I, Florida Statutes. My comments are as follows:

Record Plat review based on Florida Statutes Chapter 177, Part 1

1. Correct the Plat recording referenced under NW 118th Place
 - Should reference Plat Book "J", Page 92
2. Add "UNPLATTED" above Tax Parcel 03981-001-002 which adjoins Lot 18 to the South
3. Remove the text "True Point of Beginning" at the SE corner of Lot 18. This text is not applicable.
4. Correct the Plat recording referenced in Surveyors note #1.
 - Should reference Plat Book "J", **Page 92**
5. Add the abbreviations of PB & P to the Legend
6. Correct Surveyors Certification
 - Plat title should read: Pilot Forest – A Replat of Lot 18
 - Fix spelling of the word "THAT" in the second line.

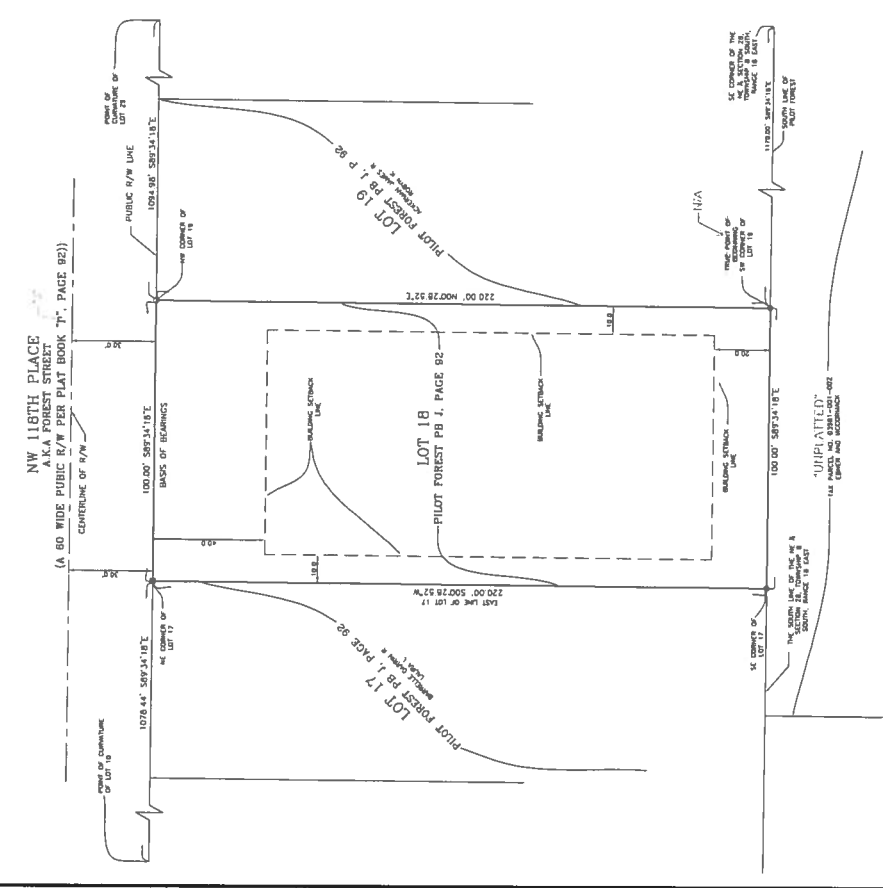
If you have any questions or need additional information regarding this review, do not hesitate to contact our office.

Sincerely,
CHW

Aaron H. Hickman, PSM
Registered Florida Surveyor and Mapper Certificate Number 6791

L:\2016\16-0461\Survey\CHW Memo.docx

PILOT FOREST-A REPLAT OF LOT 18
SITUATED IN
SECTION 28, TOWNSHIP 8, SOUTH, RANGE 18 EAST
ALACHUA COUNTY, FLORIDA



OWNERS CERTIFICATION AND DEDICATION

PALM R. ELKINS DOES HEREBY CERTIFY THAT HE IS THE OWNER OF THE HEREIN
PILOT FOREST-A REPLAT OF LOT 18

WITNESSES: _____
DATE: _____

ACKNOWLEDGMENT

I HEREBY CERTIFY THAT ON THIS DAY PERSONALLY APPEARED BEFORE ME, PAUL R. ELKINS,
NOTARY PUBLIC, AND HE HAS BEEN DULY IDENTIFIED AND HAS BEEN DULY ADVISED OF THE
NATURE AND EFFECT OF THE FOREGOING INSTRUMENT AND HAS REQUESTED THAT I EXECUTE
AND DO TAKE AN OATH.

WITNESS MY HAND AND OFFICIAL SEAL THIS _____ DAY OF _____ A.D. 2018

NOTARY PUBLIC-STATE OF FLORIDA
MY COMMISSION EXPIRES: _____

CERTIFICATE OF APPROVAL BY PROFESSIONAL SURVEYOR AND MAPPER

THIS IS TO CERTIFY THAT I HAVE REVIEWED THIS PLAT FOR CONFORMITY TO PART 1 OF CHAPTER 177, FLORIDA
STATUTES, BUT HAVE NOT VIEWED THE SURVEY DATA.

EXAMINED ON: _____
AND
APPROVED BY: _____ PROFESSIONAL SURVEYOR AND MAPPER DATE: _____

CERTIFICATE OF APPROVAL BY THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA

THIS IS TO CERTIFY THAT ON _____ THE FOREGOING PLAT WAS APPROVED BY THE CITY COMMISSION OF
THE CITY OF ALACHUA, FLORIDA.

MAYOR: _____
ATTEST: _____
CITY MANAGER: _____ FILED FOR RECORD ON: _____

CERTIFICATE OF APPROVAL BY THE ATTORNEY FOR THE CITY OF ALACHUA, FLORIDA

EXAMINED ON: _____
AND APPROVED AS TO LEGAL FORM AND SUFFICIENCY BY: _____
CITY ATTORNEY: _____

CERTIFICATE OF APPROVAL BY THE COUNTY HEALTH DEPARTMENT

EXAMINED ON: _____
AND APPROVED BY: _____
COUNTY HEALTH DEPARTMENT: _____

RECEIVED AND FILED

RECEIVED AND FILED FOR RECORD THIS DAY OF _____ A.D. 2018
CLERK OF COURT: _____ DATE: _____

SURVEYORS CERTIFICATION

I DO HEREBY CERTIFY THAT THIS PLAT OF LOT 18 PILOT FOREST-A REPLAT WAS PREPARED
UNDER MY DIRECTION AND SUPERVISION AND THAT IT COMPLIES WITH ALL OF THE SURVEY
REQUIREMENTS OF CHAPTER 177, PART 1 OF THE FLORIDA STATUTES.

STACY A. HALL, PLS 3784 DATE: _____
NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED
SURVEYOR AND MAPPER.

NOTES

1. THE SURVEYOR'S SHOWN HEREON ARE BASED ON THE PLAT OF PILOT FOREST AS RECORDED IN PLAT BOOK 28, PAGE 71 OF THE OFFICIAL RECORDS OF ALACHUA COUNTY, FLORIDA, SOUTH RIGHT OF WAY LINE OF
NORTHWEST 18TH PLACE (HAWK) ARE CORNERED BY SOUTH OF 18 EAST

2. PROPERTY LIES WITHIN FLOOD ZONE 2. The AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN PER FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP FOR
ALACHUA COUNTY, COMMUNITY NO. 08011 PARCEL NO. 0701 0001 01 DATED JUNE 11, 2008

3. THE ERROR OF CLOSURE OF THIS PLAT DOES NOT EXCEED 1:10,000

4. THE PURPOSE OF THIS REPLAT IS TO CHANGE THE BUILDING SETBACK LINES TO FIT THE EXISTING STRUCTURE ON THE SUBJECT PARCEL

5. DATE OF PLAT DRAWING: JULY 22, 2018

6. ALL PLATTED UTILITY EASEMENTS ARE ALSO SHOWN HEREON FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE AND OPERATION OF CABLE TELEVISION SERVICES PROVIDED HOWEVER, NO SUCH
CONSTRUCTION, INSTALLATION, MAINTENANCE AND OPERATION OF CABLE TELEVISION SERVICES SHALL BE CONSIDERED AS A PUBLIC UTILITY, IT SHALL BE SOLELY RESPONSIBLE FOR THE DAMAGES
UTILITY IN THE EVENT A CABLE TELEVISION COMPANY DAMAGES THE FACILITIES OF A PUBLIC UTILITY, IT SHALL BE SOLELY RESPONSIBLE FOR THE DAMAGES

7. THIS PROPERTY IS AFFECTED BY RESTRICTIONS, EASEMENTS AND OTHER MATTERS CONTAINED ON THE PLAT OF PILOT FOREST AS RECORDED IN PLAT BOOK 1, PAGE 97 OF THE
PUBLIC RECORDS OF ALACHUA COUNTY, FLORIDA

8. THE PURPOSE OF THIS REPLAT IS TO REVERSE THE REAR (SOUTH) SET BACK FROM 40 FEET AS SHOWN ON THE PLAT OF PILOT FOREST (PLAT BOOK 1, PAGE 97) TO 20 FEET AS SHOWN HEREON.

George F. Young, Inc.
REGISTERED PROFESSIONAL SURVEYOR AND MAPPER
1000 N. 10TH STREET, SUITE 100, ALACHUA, FL 32310
TEL: 904.875.1111 FAX: 904.875.1112
WWW.GEORGEFYOUNG.COM
SINCE 1978

City of Alachua

Development Review Team (DRT) Meeting

Project Name: Pilot Forest Lot 18 Replat - Staff

Meeting Date: August , 2016 @ 2 PM

PLEASE PRINT CLEARLY

[illegible]



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

July 18, 2016

Stacy Hall, PSM
George F. Young, Inc.
1905 South Main Street
Gainesville, FL 32601

RE: Completeness Review of Application for Minor Subdivision of Lot 18 of Pilot Forest, Final Plat

Dear Mr. Hall:

On July 14, 2016 the City of Alachua received your revised application for the minor subdivision of Lot 18 of Pilot Forest, which proposes the replat of a \pm .50 acre parcel (Tax Parcel No. 03980-003-018). The stated purpose of this replat is to revise the south setback line from 40 feet to 20 feet.

According to Section 2.2.6 of the Land Development Regulations (LDRs), upon receipt of an application, a completeness review shall be conducted to determine that the application contains all the necessary information and materials, is in proper form and of sufficient detail, and is accompanied by the appropriate fee. The Planning Department has reviewed the aforementioned application for completeness and has determined it to be complete. Detailed comments will be provided at the Development Review Team (DRT) Meeting, which will be scheduled separately.

It should be noted, the contents of the applications have not been thoroughly reviewed. An in-depth review of the content of the application will be performed subsequently and any issues with content will be addressed at DRT.

Should you have any questions, please feel free to contact me at (386) 418-6100, ext. 108 or via email at ahall@cityofalachua.com.

Sincerely,

Adam Hall, AICP
Planner

c: Kathy Winburn, AICP, Planning Director
Justin Tabor, AICP, Principal Planner
File



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

June 1, 2016

Stacy Hall, PSM
George F. Young, Inc.
1905 South Main Street
Gainesville, FL 32601

RE: Completeness Review of Application for Minor Subdivision of Lot 18 of Pilot Forest, Final Plat

Dear Mr. Hall:

On May 26, 2016, the City of Alachua received your application for the minor subdivision of Lot 18 of Pilot Forest, which proposes the replat of a ± 0.50 acre parcel (Tax Parcel No. 03980-003-018). The stated purpose of this replat is to revise the south setback line from 40 feet to 15 feet.

According to Section 2.2.6 of the Land Development Regulations (LDRs), upon receipt of an application, a completeness review shall be conducted to determine that the application contains all the necessary information and materials, is in proper form and of sufficient detail, and is accompanied by the appropriate fee. The Planning Department has reviewed the aforementioned application for completeness and finds that the following information is needed to provide a complete application.

In accordance with Section 2.2.6(B) of the LDRs, the applicant must correct the deficiencies and resubmit the application for completeness determination. **The time frame and cycle for review shall be based upon the date the application is determined to be complete.** If the applicant fails to respond to the identified deficiencies within forty-five (45) calendar days, the application shall be considered withdrawn.

The comments below are based solely on a preliminary review of your application for completeness. An in-depth review of the content of the application will be performed once a completed application has been received, and the findings of the in-depth review will be discussed at a Development Review Team (DRT) Meeting.

In order to provide a complete application, you must address the following deficiencies:

Deficiencies to Address:

Subdivision Application – Final Plat Attachment 2.w.

Plans, to include but not limited to:

- h. Certification that all payable taxes have been paid and all tax sales against the property redeemed.

Issue: Submitted notice of ad valorem taxes and non-ad valorem assessments from the Alachua County Tax Collector shows that taxes for 2015 are still outstanding.

Action Needed to Address Deficiency: Certification that all payable taxes have been paid and all tax sales against the property redeemed must be placed on plat. Additionally, proof of payment of outstanding taxes must be submitted as well.

Subdivision Application – Final Plat Attachment 3.

3. Concurrency Impact Analysis showing the impact on public facilities, including potable water, sanitary sewer, transportation, solid waste, recreation, stormwater, and public schools in accordance with Article 2.4.14 of the Land Development Regulations.

Issue: No information regarding impacts to concurrency has been submitted.

Action Needed to Address Deficiency: Please submit a concurrency impact analysis showing the impact on public facilities listed above. Please see Section 2.4.14, City of Alachua Land Development Regulations, specifically paragraph (C), as this may applicable to your application.

Subdivision Application – Final Plat Attachment 4.

4. Analysis of Consistency with the City of Alachua Comprehensive Plan (analysis must identify specific Goals, Objectives, and Policies and describe in detail how the application complies with the noted Goals, Objectives, and Policy).

Issue: No information regarding the applications consistency with the City of Alachua Comprehensive Plan has been submitted.

Action Needed to Address Deficiency: Please submit an Analysis of Consistency with the City of Alachua Comprehensive Plan. The City of Alachua Comprehensive Plan can be found here: <http://www.cityofalachua.com/index.php/business-in-alachua/planning-and-zoning/53-city-departments/planning-a-community-development/506-comprehensive-plan>.

Subdivision Application – Final Plat Attachment 5.

5. Legal description with tax parcel number.

Issue: Legal description with tax parcel number has been submitted, but not separately from plat.

Action Needed to Address Deficiency: Please submit a legal description of property with the tax parcel number on the same sheet.

Subdivision Application – Final Plat Attachment 6.

6. City of Alachua Public School Student Generation Form.

Issue: Form has not been submitted with application.

Action Needed to Address Deficiency: Please submit a City of Alachua Public School Student Generation Form. This form can be found here: http://www.cityofalachua.com/images/stories/documents/pz_documents/Public_School_Student_Generation_Form_-_2014_04_30_FILLABLE.pdf.

Subdivision Application – Final Plat Attachment 7.

7. Two (2) sets of mailing labels for all property owners within 400' of subject property.

Issue: In addition to the mailing labels for the property owners within 400' of subject property, the City also requires mailing labels for those organizations and persons registered to receive public notice. This list can be found on the City of Alachua's website at this location : [http://www.cityofalachua.com/images/Departments/Planning_Community_Dev/Public_Notice Mailing List 2016 04 11.xls](http://www.cityofalachua.com/images/Departments/Planning_Community_Dev/Public_Notice_Mailing_List_2016_04_11.xls)

Action Needed to Address Deficiency: Please submit two sets of mailing labels for the those organizations and persons registered to receive public notice.

Subdivision Application – Final Plat Attachment 9

9. Proof of payment of taxes.

Issue: Submitted Notice of ad valorem taxes and non-ad valorem assessments from the Alachua County Tax Collector shows that taxes for 2015 are still outstanding.

Action Needed to Address Deficiency: Certification that all payable taxes have been paid and all tax sales against the property redeemed must be placed on plat. Additionally, proof of payment of outstanding taxes must be submitted as well.

Subdivision Application – Final Plat Attachment 10.

10. Environmental Resource Permit or Letter of Exemption from the Suwannee River Water Management District.

Issue: No Environmental Resource Permit or Letter of Exemption from the Suwannee River Water Management District has been submitted.

Action Needed to Address Deficiency: Please submit an Environmental Resource Permit or Letter of Exemption from the Suwannee River Water Management District has been submitted.

Subdivision Application – General Comments

- Only one (1) application package was submitted with no digital copy. The City of Alachua requires nine (9) application sets to be submitted along with a digital copy on CD that includes all application materials, including all plans and plats.
- While staff has met with the property owner and realtor, no pre-application conference has been held with the applicant. Per Section 2.2.3 of the City of Alachua Land Development Regulations, a pre-application conference with the applicant is required before an application can be considered complete. Please call the Planning and Zoning Department at 386-418-6121 to schedule this meeting.

If you have any questions regarding the information above, please contact me at 386-418-6100 x 108 or via e-mail at ahall@cityofalachua.com. Staff will contact you to schedule a Development Review Team meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adam Hall'.

Adam Hall, AICP
Planner

c: Kathy Winburn, AICP, Planning & Community Development Director
Justin Tabor, AICP, Principal Planner
Project File