

**TOWN OF DUNDEE
ORDINANCE 26-04
EXHIBIT – A**

Provisions being deleted are shown as strikethrough and provisions being added are shown as underlined

ARTICLE 7. DEVELOPMENTAL APPROVAL PROCESS.

7.01.03. - Administrative approvals.

(A) *Lot divisions by survey or legal description:* The development director may administratively approve the division of property for residential use by means of a survey or metes and bounds legal description rather than a plat under the following conditions:

- (1) The approval does not result in the creation of more than one new lot.
- (2) The approval does not create a lot which does not meet applicable zoning district standards for width, depth, and area.
- (3) Each lot has frontage on a public road, and no new public streets are needed to serve either property.
- (4) No extension of a public water or sewer system is needed.
- (5) There will be no necessity for drainage facilities serving other properties to cross either lot affected by the administrative approval (certification shall be provided by a professional engineer registered in the State of Florida).

In requesting the administrative approval, the applicant shall provide the following items:

1. Copy of the deed to the property. If applicant does not own the property, he must obtain written permission from the owner, including a notarized signature, authorizing him to make the application.
2. Copy of the official property appraiser's map indicating the subject property and all other properties within 200 feet.
3. Certified survey (if necessary).
4. Applicable fee as established by resolution of the town commission

(B) *Adjustments to existing plats:* Minor adjustments to a subdivision plat may be authorized by the development director without the requirement to replat, where all of the following conditions are satisfied:

- (1) No more than two lots or tracts may be created.

- (2) No new street is proposed, or additional right-of-way is needed.
- (3) No vacation or elimination of streets, setback, access control or easements are required or proposed.
- (4) Such action will not result in significant increases in service requirements or interfere with maintenance of existing levels of service.
- (5) All easement requirement have been or will be satisfied.
- (6) Such division will not result in a tract or lot without direct access to a street.
- (7) A nonconforming lot, either by dimension or area as prescribed by the applicable zoning district, will not be created.

In granting approval, the development director may impose such conditions, safeguards and requirements as deemed necessary to implement the intent and purpose of this section. The development director may require any division or combination of previously platted property to comply with the complete platting process as set forth in this section where warranted.

(C) Administrative approval of plats and replats

1. The Town Manager may administratively review and approve, conditionally approve, or deny any plat or replat that fully complies with Chapter 177, Florida Statutes, and all applicable Town Land Development Regulations.
2. The Town Manager may designate another qualified administrative officer or employee to act on their behalf. Any designee shall be a high-ranking official with oversight of land development, utilities, public works, or related infrastructure. All designees must comply with all requirements of Chapter 177, Florida Statutes, including s. 177.091.
3. Administrative approval shall be ministerial and based solely on compliance with statutory and local requirements. Administrative approval does not constitute acceptance of streets, easements, parks, drainage, utilities, or other dedicated land. Acceptance requires separate Town Commission action.
4. Within seven business days after receipt of a plat or replat submittal, the administrative authority shall provide written notice to the applicant acknowledging receipt and identifying any missing documents or information necessary to process the plat or replat for compliance with s. 177.091. The notice shall also explain the approval process and applicable timeframes for reviewing, approving, or otherwise processing the submittal.
5. Unless the applicant requests an extension of time, the administrative authority shall approve, approve with conditions, or deny the plat or replat within the timeframe identified in the written notice. If the plat or replat is not approved, the administrative authority shall notify the applicant in writing of the reasons for denial. The notice must identify all areas of noncompliance and provide specific citations to each requirement the submittal fails to meet. The administrative authority, or its designee, may not require the applicant to file a written extension of time.

6. All plats and replats submitted for administrative approval shall be reviewed by appropriate Town staff to confirm compliance with statutory, engineering, and land development standards.
7. Upon determination that a plat or replat complies with all statutory and local requirements, the Town Manager or authorized designee may sign and execute the plat or replat without further action by the Town Commission.
8. Any plat or replat that does not fully comply with statutory or local requirements, or that involves discretionary decisions, dedication of public property, or policy considerations, shall be submitted to the Town Commission for approval in accordance with existing procedures.
9. Administrative approval is conditioned on the submission of all required documentation, inspections, and bonds as set forth in Sections 7.01.08 through 7.01.10.