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3 **RESOLUTION**
4 **NUMBER 2025-45**

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6 **A RESOLUTION OF THE BOARD OF COUNTY**
7 **COMMISSIONERS OF LEVY COUNTY, FLORIDA,**
8 **ADOPTING INTERIM PLAT REVIEW AND APPROVAL**
9 **PROCESSES TO COMPLY WITH SENATE BILL NO. 784**
10 **(2025); PROVING FOR INTERPRETATION AND**
11 **PROVIDING RETROACTIVE APPLICABILITY AND AN**
12 **EFFECTIVE DATE.**

13
14 **WHEREAS**, with the adoption of Senate Bill No. 784 (“SB 784”) which, upon
15 signature of the Governor, became Chapter 2025-164, Laws of Florida, the State
16 Legislature specified that on and after July 1, 2025, plats and replats must be
17 “administratively approved and no further action or approval by the governing body of a
18 county . . . is required” and further the “governing body of the county . . . shall designate,
19 by ordinance or resolution, an administrative authority to receive, review, and process”
20 plats, “including designating an administrative official responsible for approving,
21 approving with conditions, or denying the proposed plat”; and
22

23 **WHEREAS**, this Resolution is adopted for the purpose of providing interim plat
24 review and approval processes that comply with SB 784 until such time as the County
25 can reasonably undertake review and prepare and adopt ordinance(s) to update the
26 entirety of its Platting processes and requirements contained in Article XI of Chapter 50
27 of the County Code of Ordinances.
28

29 **NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners,
30 of Levy County, Florida, that:
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32 **Section 1. Definitions and Authorizations.**
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- 34 A. *Administrative Authority* means the County Development Division and its
35 employees or contractors who are assigned to process plats or replats.
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37 B. *Administrative Official* means the County Zoning Official, or in their absence,
38 the County Development Director or the County Manager. The Administrative
39 Official is authorized and designated by this Resolution to issue final plat
40 approval and to accept public dedications in accordance with Section 177.081,
41 Florida Statutes on behalf of the County Commission.
42
43 C. *Major Plat* means a plat that involves the construction or installation of any
44 infrastructure/improvements, such as roads, storm water or utilities.
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1 D. *Minor Plat* means a plat that does not involve the construction or installation of
2 any infrastructure/improvements, such as roads, storm water or utilities.

3
4 E. *Plat Review Officials* means the County Zoning Official, the County
5 Development Director, County Engineer/Surveyor, the County Road
6 Department and the County Attorney.
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9 **Section 2. INTERIM PLAT REVIEW PROCESS.** As of July 1, 2025, the following will
10 apply to all plats or replats that are in any stage of the prior process and will apply to any
11 new applications:
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13 A. **Pre-Application Meeting.** The applicant and/or their agent are encouraged to
14 schedule a Pre-Application Meeting with the Administrative Authority to review
15 the proposed plat. The intent of this meeting is to assist the applicant in
16 understanding the platting process, determining if the plat is a Major Plat or
17 Minor Plat, answering questions and providing feedback prior to the applicant
18 spending significant time or money in preparing and submitting an application.
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20 B. **Plat Application.** To receive consideration, a plat application, together with all
21 required data, information and payment of the fee specified in Appendix B of
22 County Code must be filed with the Administrative Authority. Per Section
23 177.071(2), Florida Statutes, within 7 business days after receipt of the
24 application, the Administrative Authority will issue a written determination that
25 the application is: (1) complete, or (2) incomplete with a request for the
26 missing/additional information in accordance with the process and timeframes
27 set forth in Section 125.022, Florida Statutes.
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29 C. **Plat Review.** Each timeframe below is measured from the date of the written
30 determination that a plat application is complete:
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- 32 a. Within 7 calendar days, the Administrative Authority will forward the
33 written determination and complete plat application to each Plat Review
34 Official for review as to their specific areas;
35 b. Within 45 calendar days, each Plat Review Official must provide written
36 comments (if any) to the Administrative Official;
37 c. Within 60 calendar days, the Administrative Official will issue a written
38 determination of:
39 i. Plat Review Approval, or
40 ii. Plat Review Deficient with each issue of deficiency identified.
41 1. Within 75 calendar days, the applicant must re-submit to
42 address all deficiencies or the application will be
43 administratively denied.
44 2. Within 90 calendar days, each Plat Review Official must
45 provide written comments (if any) to the Administrative
46 Official.

- 1 3. Within 120 calendar days, the Administrative Official will
2 issue a written determination of:
3 a. Plat Review Approval, or
4 b. Plat Review Denial.
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6 D. **Final Minor Plat.** Within 30 calendar days from Plat Review Approval of a
7 Minor Plat, the applicant shall submit a final plat (mylar) that conforms to the
8 Plat Review Approval, State law recording requirements, County Code
9 requirements, and contains certificates, dedications and consents substantially
10 worded as follows:
11

Owner's Certification and Dedication: I/we, certify that I am/we are the owner(s) of the lands comprised within this Plat, and consent to the subdivision thereof as shown in this Plat. In addition, I/we dedicate to the public, forever: ((insert: all Public Utility Easements, Public Roads or other)) shown in this Plat.

Signature of each owner printed name of each owner address of each owner	2 witnesses and a notary acknowledgement
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Consent of Mortgagee: The undersigned holder of that certain mortgage recorded in Official Record Book ((insert number)), Page ((insert number)), of the public records of Levy County, Florida, do hereby consent to this Plat and join in the public dedication as shown hereon.

Signature printed name of signatory Mortgagee company name Mortgagee company address	2 witnesses and a notary acknowledgement
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Surveyor's Certificate: I do hereby certify that this Plat is a true and correct representation of the hereon described property according to a survey made under my responsible direction and supervision dated ((insert date)), and that this plat complies with all survey requirements of Chapter 177, Part 1, Florida Statutes.

Signature printed name of surveyor Florida Certificate Number printed name of company company address Certificate of Authorization Number phone number	Date
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County Certificates: We, the undersigned officials authorized to act on behalf of the County, do hereby certify that this Plat conforms to the requirements of Levy County Code and Regulations:

Planning & Zoning Requirements and Acceptance of Public Dedications (if any)	Signature of Administrative Official Date
Road Requirements	Signature of Road Department Official Date
Form and Legality	Signature of County Attorney Date
Review by Surveyor & Mapper: This is to certify that I have reviewed the plat on behalf of the County for conformity as to Chapter 177, Part 1, Florida Statutes, but have not verified survey data	
	Signature of Surveyor Certificate Number Date

Clerk of the Circuit Court Certificate: This is to certify that this Plat has been filed for record in Plat Book ((insert number)), Page ((insert number)), of the Public Records of Levy County, Florida, on ((insert month, day, year))	
	Signature of Clerk or Deputy Clerk

Within 15 calendar days after receipt of the Final Plat, the Administrative Official will review and, if it conforms to all requirements, will arrange for signature of the certificates of approval and will record the Final Plat. If the Final Plat has deficiencies, it will be returned to the applicant to address those deficiencies.

E. Major Plat - Submittal and Approval of Construction Plans; Construction Period and Revocation.

- a. After written notice of Plat Review Approval of a Major Plat, the applicant must submit and obtain approval of construction plans in accordance with the process set forth in Section 50-533 of County Code, except the "Plat Review Committee" shall consist of the County Zoning Official, the County Development Director, County Engineer/Surveyor, and the County Road Department.
- b. After construction plan approval, the applicant must diligently proceed in good faith with construction of the required infrastructure/improvements until completion. If construction ceases for more than 180 calendar days, the Plat Review Approval will be administratively revoked.

F. Final Major Plat. Within 30 calendar days after completion and inspection of all required construction, the applicant shall submit a final plat (mylar) that conforms to the Plat Review Approval, State law recording requirements, County Code requirements, and contains certificates, dedications and

consents as set forth in Section 2.D above. Within 15 calendar days after receipt of the Final Plat, the Administrative Official will review and, if it conforms to all requirements, will arrange for signature of the certificates of approval and will record the Final Plat. If the Final Plat has deficiencies, it will be returned to the applicant to address those deficiencies.

Section 3. Interpretation. This Resolution is intended to supersede County Code to the extent of any conflict. All County Code requirements not in conflict remain effective and applicable. In the event of any conflict or applicability question, the Administrative Authority is authorized to make a binding administrative determination concerning the question.

Section 4. Effective Date. This Resolution shall become effective upon adoption; however, as stated in Section 1, it has retroactive applicability to July 1, 2025.

PASSED AND DULY ADOPTED on August 5, 2025.

**BOARD OF COUNTY COMMISSIONERS
OF LEVY COUNTY, FLORIDA**

Desiree Mills, Chair

ATTEST: Clerk of the Circuit Court and
Ex-officio Clerk to the Board of County
Commissioners

Matt Brooks, Clerk

Approved as to form and legal sufficiency

Nicolle M. Shalley, County Attorney