

INITIAL INTAKE SHEET

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CDD

**Parks, Recreation and Open
Spaces Department
Special Assessment Districts Division**

TO:

DATE:

FROM:

DOCUMENTS NEEDED FOR: _____

- (2) Copies of Tentative Plat, 24"x 36"
- AutoCad file of Tentative Plat (electronic)
- Site Plan, if applicable (electronic)
- Petition form
- Current Opinion of Title (current from date of sponsorship)
- Owner(s) Consent Affidavit
- Mortgagee(s) Consent Affidavit (U.S. and Canada)
- Resumes as listed in petition with complete names, dates of birth and addresses of each person *(if Dissolution, need Resolution from Board authorizing Dissolution)*
- Completed Declaration of Restrictive Covenant (per BCC Resolutions R-413-05 and R-883-06)
- Municipal Resolution (If all or partially in municipal boundary. Resolution must also include dormant multipurpose special taxing district.)
- Legal – certified/original (if dissolution original is not needed, however, must match creation petition)
- Construction Cost Maintenance Estimate
- Timetable
- Addendum or attachment to the petition - obligation of landscape in the public Right-of-Way (addendum if petition has been executed by developer-attachment of petition otherwise)
- CDD Board Resolution (if expansion or deletion)
- \$30,000 for Creation (new) - includes administrative costs and advertising (not for dissolution)
- \$1,500 for Amendment or Deletion – includes filing and advertising fees
- Deletion of property in existing CDD – Need release of Restrictive Covenant for affected property in Ordinance or Declaration of Restrictive Covenant
- Commission Sponsor
- Dormant Multipurpose Special Taxing District