

HILLIARD PLANNING AND ZONING BOARD MEETING

Hilliard Town Hall / Council Chambers
15859 West County Road 108
Post Office Box 249
Hilliard, FL 32046

BOARD MEMBERS

Wendy Prather, Chair
Charles Reed, Vice Chair
Josetta Lawson
Harold "Skip" Frey
Dallis Hunter

ADMINISTRATIVE STAFF

Janis Fleet, AICP
Land Use Administrator

TOWN ATTORNEY

Christian Waugh

AGENDA

TUESDAY, NOVEMBER 09, 2021, 7:00 PM

NOTICE TO PUBLIC

Anyone wishing to address the Planning & Zoning Board regarding any item on this agenda is requested to complete an agenda item sheet in advance and give it to the Land Use Administrator. The sheets are located next to the printed agendas in the back of the Council Chambers. Speakers are respectfully requested to limit their comments to three (3) minutes. A speaker's time may not be allocated to others.

PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER
EVEN WHEN WE DISAGREE.
WE WILL DIRECT ALL COMMENTS TO THE ISSUES.
WE WILL AVOID PERSONAL ATTACKS.
"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

CHAIR To call on members of the audience wishing to address the Council on matters not on the Agenda.

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Planning & Zoning Board approval of the Minutes from the October 12, 2021, Workshop and the October 12, 2021, Public Hearing & Regular Meeting.

ITEM-3 Planning and Zoning Board approval of Site Clearing/Site Work
Application #20211015
Property Owner – Wayne Bishop
Parcel ID Nos. 08-3N-24-2380-0210-0130, 08-3N-24-2380-0210-0210, 08-3N-24-2380-0210-0170
Janis K. Fleet. AICP – Land Use Administrator

ITEM-4 Planning and Zoning Board approval of Planning and Zoning Board
Recommendation for the Preliminary Plat Application #20211026
The Tracks Subdivision

Property Owner – Mason & Magnolia LLC
Agent - Ben Buchanan
Parcel ID No. 08-3N-24-2380-0051-0030
Janis K. Fleet. AICP – Land Use Administrator

ADDITIONAL COMMENTS

PUBLIC

BOARD MEMBERS

LAND USE ADMINISTRATOR

TOWN ATTORNEY

ADJOURNMENT

The Town may take action on any matter during this meeting, including items that are not set forth within this agenda.

TOWN COUNCIL MEETINGS

The Town Council meets the first and third Thursday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

PLANNING & ZONING BOARD MEETINGS

The Planning & Zoning Board meets the second Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

MINUTES & TRANSCRIPTS

Minutes of the Town Council meetings can be obtained from the Town Clerk's Office. The Meetings are usually recorded but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the Town Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town's Website can be access at www.townofhilliard.com.

Live & recorded videos can be access at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Town Clerk's Office at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

APPEALS

Pursuant to the requirements of Section 286.0105, Florida Statues, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter

considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

PUBLIC PARTICIPATION

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any “proposition” before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

EXPARTE COMMUNICATIONS

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Town Council. The exchanges must be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

2021 HOLIDAYS

TOWN HALL OFFICES CLOSED

1. Martin Luther King, Jr. Day	Monday, January 18, 2021
2. Memorial Day	Monday, May 31, 2021
3. Independence Day Monday	Monday, July 5, 2021
4. Labor Day	Monday, September 6, 2021
5. Veterans Day	Thursday, November 11, 2021
6. Thanksgiving Day	Thursday, November 25, 2021
7. Friday after Thanksgiving Day	Friday, November 26, 2021
8. Christmas Eve	Thursday, December 23, 2021
9. Christmas Day	Friday, December 24, 2021
10. New Year's Eve	Thursday, December 30, 2021
11. New Year's Day	Friday, December 31, 2021

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Land Use Administrator

TOWN ATTORNEY

Christian Waugh

AGENDA

TUESDAY, OCTOBER 12, 2021, 6:00 PM

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CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Chair Wendy Prather
Vice Chair Charles A. Reed
Planning & Zoning Board Member Josetta Lawson
Planning & Zoning Board Member Harold "Skip" Frey

ABSENT

Planning & Zoning Board Member Dallis Hunter

WORKSHOP

ITEM-1

Planning and Zoning Board Review of Land Development Regulations
Article III

Land Use Administrator Fleet continues Article II Section 62-96 – 62- 185 where the review left off at the August 10, 2021, meeting and continues through Article III Section 62-251 – 62-286.

ADDITIONAL COMMENTS

Town Clerk Lisa Purvis asked to send out copies to Planning and Zoning upon request for red line mark up and return to Janis.

ADJOURNMENT

Motion to adjourn at 6:48 p.m.

Motion made by Vice Chair Reed, Seconded by Planning & Zoning Board Member Frey.

Voting Yea: Chair Prather, Vice Chair Reed, Planning & Zoning Board Member Lawson, Planning & Zoning Board Member Frey.

Approved this _____ day of _____, _____ by the Hilliard Planning & Zoning Board, Hilliard, Florida.

Wendy Prather, Chair
Hilliard Planning & Zoning Board

HILLIARD PLANNING AND ZONING BOARD MEETING

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MINUTES

TUESDAY, OCTOBER 12, 2021, 7:00 PM

NOTICE TO PUBLIC

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CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Chair Wendy Prather
Vice Chair Charles A. Reed
Planning & Zoning Board Member Josetta Lawson
Planning & Zoning Board Member Harold "Skip" Frey

ABSENT

Planning & Zoning Board Member Dallis Hunter

CHAIR

To call on members of the audience wishing to address the Council on matters not on the agenda.

No public wish to address the Board.

PUBLIC HEARINGS

ITEM-1

PUD Rezoning No. 20210809 - Rezoning A-1 to PUD
Rezoning Parcel ID No.'s 15-3N-2320-0019-0000, 15-3N-24-2320-0020-0000, 15-3N-24-2320-0021-0000, 22-3N-24-2320-0025-0000 & 22-3N-24-2320-0041-0000, from A-1 Agricultural to PUD Planned Unit Development to create the Greenbrier PUD.

Applicant: Rogers Towers, P.A. and National Land Partners II, LLC, authorized agents for Hilliard Equity Resources, Property Owner.

Disclosure of Ex Parte Communication

Open Public Hearing

Call for Public Comment

Ms. Courtney Gaver of Rogers Towers, P.A., 100 Whetstone Place, Suite 200, St. Augustine, Florida 32086, gave a PowerPoint presentation of the proposed Greenbrier PUD.

Mr. Patrick Whalen, 550655 U.S. Highway 1, Hilliard, Florida, asked about drainage for the project and how the stormwater runoff for the project will affect surrounding properties.

Mr. Shep Brock, P.O. 398, Hilliard, Florida, asked about the creek that runs through the property.

Mr. Arile Johns, Pastor of the Hilliard Assembly of God, 55092 U.S. Highway 1, Hilliard, Florida, asked about how the entrance to the development will impact the church.

Mr. Henry Vorp, AVA Engineers, 4201 Baymeadows Road, Jacksonville, Florida, answers the question related to stormwater runoff and assures that the proposed development will improve the drainage in the area. He stated he will work with the adjoining property owners on the drainage issue. Mr. Vorp also stated the traffic engineer for the project was in attendance and will address the church's access issue.

Close Public Hearing on PUD Rezoning No. 20210809

Motion made by Planning & Zoning Board Member Frey, Seconded by Planning & Zoning Board Member Lawson.

Voting Yea: Chair Prather, Vice Chair Reed, Planning & Zoning Board Member Lawson, Planning & Zoning Board Member Frey.

REGULAR MEETING - Planning & Zoning Board Action

Land Use Administrator Fleet reads the staff recommendation.

Planning and Zoning Board Members discuss the project and ask questions of applicant project team.

Motion to recommend to the Town Council the adoption of an ordinance for PUD Rezoning No. 20210809 to create the Greenbrier PUD, with the conditions included in the staff report.

Motion made by Planning & Zoning Board Member Frey, Seconded by Vice Chair Reed

Voting Yea: Chair Prather, Vice Chair Reed, Planning & Zoning Board Member Lawson, Planning & Zoning Board Member Frey.

ITEM-2

Special Exception No. 20210831 - Replace Mobile Home 3737 Webb Street.

Parcel ID No. 05-3N-2340-0014-0040

Applicant: Erika Romero, Timberline Construction Group, authorized agents for Letashia Brown, Property Owner.

Disclosure of Ex Parte Communication

Open Public Hearing

Call for Public Comment

Ms. Erika Romero, 9000 Phillips Highway, Jacksonville, Florida 32556, explains the project.

Land Use Administrator Fleet reads into the record a letter received from Mr. Cris McConnell, the adjacent property owner.

Desmond Walker, 3737 Webb Street, Hilliard, Florida, states that his grandparents have owned this property since 1982 or 1984 and that a mobile home has been on this property since then.

Close Public Hearing on Special Exception No. 20210831

Motion made by Planning & Zoning Board Member Frey, Seconded by Planning & Zoning Board Member Lawson.

Voting Yea: Chair Prather, Vice Chair Reed, Planning & Zoning Board Member Lawson, Planning & Zoning Board Member Frey.

REGULAR MEETING - Planning & Zoning Board Action

Land Use Administrator Fleet reads the staff recommendation.

Motion made to approve Special Exception No. 20210831 to replace the existing mobile home on the property located at 3737 Webb Street with a new mobile home with compliance with the conditions included in the staff report.

Motion made by Planning & Zoning Board Member Frey, Seconded by Planning & Zoning Board Member Lawson

Voting Yea: Chair Prather, Vice Chair Reed, Planning & Zoning Board Member Lawson, Planning & Zoning Board Member Frey.

REGULAR MEETING**ITEM-3** Additions/Deletions to Agenda

No additions or deletions to the agenda.

ITEM-4 Planning & Zoning Board approval of the Minutes from the September 14, 2021, Regular Meeting.

Motion made by Vice Chair Reed, Seconded by Planning & Zoning Board Member Lawson to approve the minutes.

Voting Yea: Chair Prather, Vice Chair Reed, Planning & Zoning Board Member Lawson, Planning & Zoning Board Member Frey.

ITEM-5 Planning and Zoning Board Approval of Site Clearing/Site Work Application #20210813
Property Owner – Carey and Dawn Carter
Parcel ID No. 17-3N-24-2020-0027-0000

Land Use Administrator Fleet reads the staff report.

The applicant was not in attendance at the meeting when the Site Clearing/Site Work Application #20210813 was discussed.

Motion made to defer action on the application to the November meeting.

Motion made by Vice Chair Reed, Seconded by Planning & Zoning Board Member Lawson

Voting Yea: Chair Prather, Vice Chair Reed

Voting Nay: Planning & Zoning Board Member Frey, Planning & Zoning Board Member Lawson. No majority, motion failed.

Motion made to approve Site Clearing/Site Work Application #20210813, with compliance with staff conditions and to add the condition that there cannot be a pond on the property, only land clearing.

Motion made by Planning & Zoning Board Member Frey, Seconded by Chair Prather.

Voting Yea: Chair Prather, Vice Chair Reed, Planning & Zoning Board Member Lawson, Planning & Zoning Board Member Frey.

ITEM-6 Planning and Zoning Board Recommendation for the Minor Subdivision Application #20210908
Property Owner - Mr. William Pokorski
Parcel ID No. 08-3N-24-2380-0084-0010

Land Use Administrator Fleet reads the staff report.

Motion made to the Town Council the approval of the Minor Subdivision Application #20210908, with compliance with the conditions included in the staff report.

Motion made by Planning & Zoning Board Member Frey, Seconded by Planning & Zoning Board Member Lawson

Voting Yea: Chair Prather, Vice Chair Reed, Planning & Zoning Board Member Lawson, Planning & Zoning Board Member Frey.

ADDITIONAL COMMENTS

PUBLIC

No public comments.

BOARD MEMBERS

No comments from Board Members.

LAND USE ADMINISTRATOR

No comment for the Board.

TOWN ATTORNEY

Not requested at meeting.

ADJOURNMENT

Motion to adjourn at 8:27 p.m.

Motion made by Planning & Zoning Board Member Frey, Seconded by Vice Chair Reed.

Voting Yea: Chair Prather, Vice Chair Reed, Planning & Zoning Board Member Lawson, Planning & Zoning Board Member Frey.

Approved this _____ day of _____, _____ by the Hilliard Planning & Zoning Board, Hilliard, Florida.

Wendy Prather, Chair

Hilliard Planning & Zoning Board



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Regular Meeting Meeting Date: November 9, 2021

FROM: ***Janis K. Fleet, AICP – Land Use Administrator***

SUBJECT: Planning and Zoning Board approval of Site Clearing/Site Work
Application #20211015
Property Owner – Wayne Bishop
Parcel ID Nos. 08-3N-24-2380-0210-0130, 08-3N-24-2380-0210-0210, 08-3N-24-2380-0210-0170

BACKGROUND: Mr. Wayne Bishop has submitted a Site Clearing/Site Work application to clear the 0.75 acres parcel located off West Twelfth Avenue. The lots to be cleared have the Parcel ID Nos. 08-3N-24-2380-0210-0130, 08-3N-24-2380-0210-0210, 08-3N-24-2380-0210-0170. The property is vacant.

According to Section 62-357 of the Town Code,
“No excavation or filling for purposes other than the construction of a driveway, walk, swimming pool, a permitted wall or building or part thereof, or accessory thereto, or to remove topsoil from one part of the lands of an owner to another part of the same premises, when such removal is necessary as an accessory use or is for the purpose of farming or improving such property, shall be made unless permission is granted by the planning and zoning board and any necessary state permits are secured, if applicable.”

FINANCIAL IMPACT: None, the applicant is required to pay all application and review fees.

RECOMMENDATION: Staff recommends the Planning and Zoning Board approve the Site Clearing/Site Work Application # 20211015, which includes the request to fill the property, with the following conditions:

1. All fill and clearing activities be completed within 90 days of the approval.
2. A pre and post topo survey must be performed on the property to determine the existing grade and finished grade.
3. The property shall be seeded, and hay placed on the lots to prevent erosion.
4. No dirt can impede onto surrounding landowners.
5. The fill cannot exceed 6 inches from existing grade.



FOR OFFICE USE ONLY

File # 2021-10-15Application Fee: 100.00Filing Date: 10.15.21 Acceptance Date: _____

Town of Hilliard

Site Clearing/Site Work Application

A. PROJECT

1. Project Name: _____
2. Address of Subject Property: 271084 W 12th Ave
3. Parcel ID Number(s): 09-3N-24-2380-0210-0130 Block 210 Lots 13-24
4. Existing Use of Property: Vacant
5. Zoning Designation: R2
6. Description of Work: Clearing land
7. Acreage of Parcel: 0.75 acre

B. Owner

1. Name of Owner(s) or Contact Person(s): Wayne Bishop Title: owner
Company (if applicable): _____
Mailing address: 15917 CR 108
City: Hilliard State: FL ZIP: 32046
Telephone: 904 483-1440 FAX: () e-mail: wbbuilder@gmail.com

* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

D. ATTACHMENTS (One copy plus one copy in PDF format)

1. Site Plan and Survey including but not limited to:
 - a. Name, location, owner, and designer of the proposed development.
 - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
 - e. Statement of Proposed Work.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.
4. Permit or Letter of Exemption from the St. Johns River Water Management District.

5. Fee.

- a. \$100 plus \$20 per acre:

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

All 5 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

David Bishop
Signature of Applicant

Signature of Co-applicant

David Bishop
Typed or printed name and title of applicant

Typed or printed name of co-applicant

10/15/2021
Date

Date

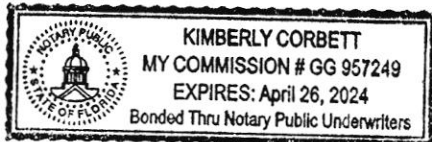
State of Florida County of Nassau

The foregoing application is acknowledged before me this 15th day of Oct., 2021 by David

Bishop, who is/are personally known to me, or who has/have produced Drivers License
as identification.

NOTARY SEAL

Kimberly Corbett



Signature of Notary Public, State of Florida

Prepared by:
 Karen Stellhorn
 Watson Title Services of North FL, Inc.
 3951 Baymeadows Road
 Jacksonville, Florida 32217

File Number: 2100885

21096912

General Warranty Deed

Made this July 29, 2021 A.D. By **JOHN PAUL MEADE, a married man**, whose post office address is: 9987 OLD LEM TURNER ROAD, Jacksonville, Florida 32208, hereinafter called the grantor, to **DAVID W. BISHOP JR and CALLIE KAY BISHOP, husband and wife**, whose post office address is: 15977 CR 108, HILLIARD, FL 32046, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that the grantor, for and in consideration of the sum of \$49,000.00 and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Nassau County, Florida, viz:

Lots Thirteen (13), Fourteen (14), Fifteen (15), Sixteen (16), Seventeen (17), Eighteen (18), Nineteen (19), Twenty (20), Twenty-One (21), Twenty-Two (22), Twenty-Three (23) and Twenty-Four (24), Block 210, Section 8, Town of Hilliard, County of Nassau, Florida.

Said property is not the homestead of the Grantor(s) under the laws and constitution of the State of Florida in that neither Grantor(s) or any members of the household of Grantor(s) reside thereon.

Parcel ID Number: 08-3N-24-2380-0210-0130

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2020.

Prepared by:
 Karen Stellhorn
 Watson Title Services of North FL, Inc.
 3951 Baymeadows Road
 Jacksonville, Florida 32217

File Number: 2100885

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

Brandi Leigh Hollench
 Witness Printed Name Brandi Leigh Hollench

Sarah Y McEwen
 Witness Printed Name Sarah Y McEwen

State of Florida
 County of Alachua

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 27 day of July, 2021, by JOHN PAUL MEADE, a married man, who is/are personally known to me or who has produced Driver's License as identification.

John Meade (Seal)
JOHN MEADE
 Address: 9987 OLD LEM TURNER ROAD, Jacksonville, Florida
 32208

 (Seal)
 Address:

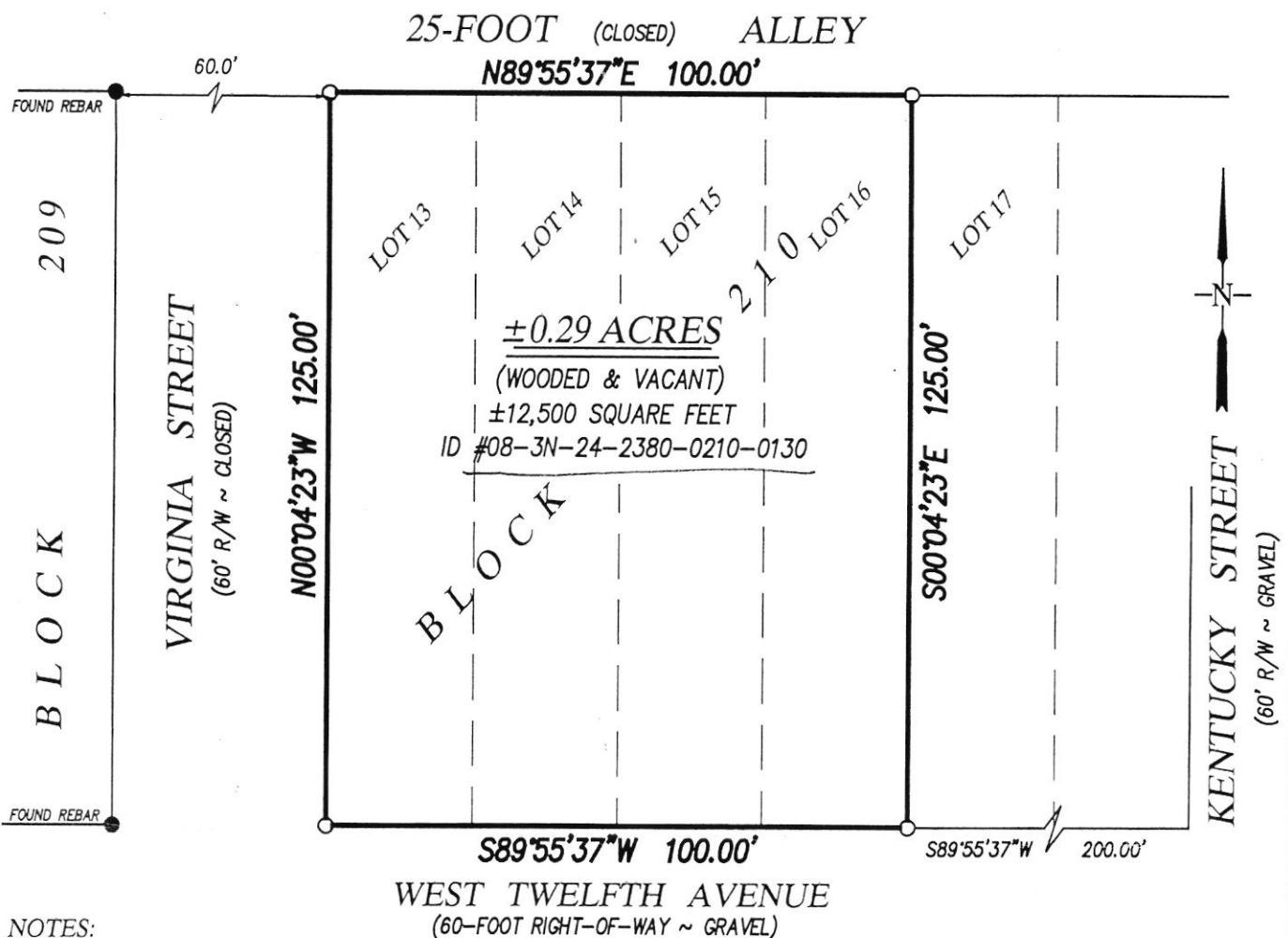
 Brandi Leigh Hollench
 NOTARY PUBLIC
 STATE OF FLORIDA
 Comm# GG978071
 Expires 5/16/2024

Brandi Leigh Hollench
 Notary Public
 Print Name: Brandi Leigh Hollench
 My Commission Expires: 5/16/24

MAP TO SHOW BOUNDARY OF

LOTS 13-16, BLOCK 210, TOWN OF HILLIARD, NASSAU COUNTY,
FLORIDA

(ACCORDING TO PLAT RECORDED IN PLAT BOOK 1, PAGE 17 OF THE OFFICIAL RECORDS OF NASSAU COUNTY)

FOR: PRIME SOUTH BANK; DAVID WAYNE BISHOP, JR. & CALLIE KAY BISHOP;
WATSON TITLE SERVICES OF NORTH FL, INC AND
OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY

NOTES:

- 1.) BEARINGS SHOWN HEREON REFER TO THE BEARING OF S89°-55'-37"W FOR THE NORTHERLY RIGHT-OF-WAY LINE OF TWELFTH AVENUE. (ASSUMED).
- 2.) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A FORMAL TITLE REVIEW.
- 3.) THERE MAY EXIST ADDITIONAL RESTRICTIONS LYING OVER THE SUBJECT PROPERTY THAT ARE NOT SHOWN HEREON WHICH MAY BE FOUND IN THE PUBLIC RECORDS OF CAMDEN COUNTY.
- 4.) SUBJECT PROPERTY IS ZONED SINGLE FAMILY DISTRICT R-2. REFER TO CITY ORDINANCES FOR BUILDING RESTRICTION LINES.

THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 61G17-6, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

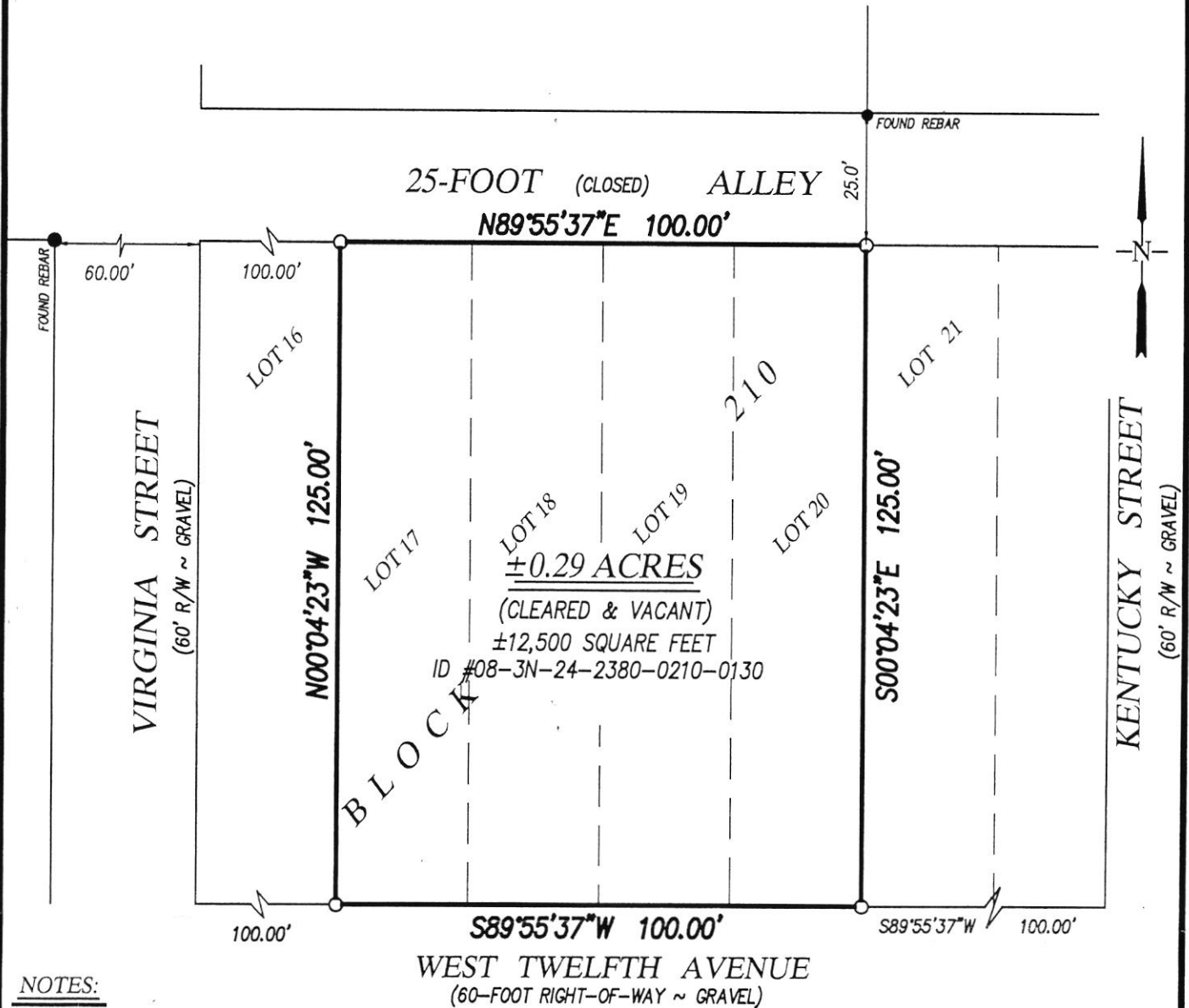
FLOOD CERTIFICATE: THIS IS TO CERTIFY THAT THE SUBJECT PROPERTY IS
SHOWN TO BE IN FLOOD HAZARD ZONE "X" (UNSHADED) AS PER F.I.R. MAP
No. 12089C0135F, COMM No. 120573, PANEL No. 0135

DWN. BY:
T.L.P.CKD. BY:
R.B.

MAP TO SHOW BOUNDARY OF
**LOTS 17 - 20, BLOCK 210, TOWN OF HILLIARD, NASSAU COUNTY,
 FLORIDA**

(ACCORDING TO PLAT RECORDED IN PLAT BOOK 1, PAGE 17 OF THE OFFICIAL RECORDS OF NASSAU COUNTY)

FOR: PRIME SOUTH BANK; DAVID WAYNE BISHOP, JR. & CALLIE KAY BISHOP;
 WATSON TITLE SERVICES OF NORTH FL, INC AND
 OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY



NOTES:

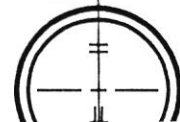
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- 2.) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A FORMAL TITLE REVIEW.
- 3.) THERE MAY EXIST ADDITIONAL RESTRICTIONS LYING OVER THE SUBJECT PROPERTY THAT ARE NOT SHOWN HEREON WHICH MAY BE FOUND IN THE PUBLIC RECORDS OF CAMDEN COUNTY.
- 4.) SUBJECT PROPERTY IS ZONED SINGLE FAMILY DISTRICT R-2. REFER TO CITY ORDINANCES FOR BUILDING RESTRICTION LINES.

THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 61G17-6, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

FLOOD CERTIFICATE: THIS IS TO CERTIFY THAT THE SUBJECT PROPERTY IS SHOWN TO BE IN FLOOD HAZARD ZONE "X" (UNSHADED) AS PER F.I.R. MAP No. 12089C0135F, COMM No. 120573, PANEL No. 0135

DWN. BY:
T.L.P.

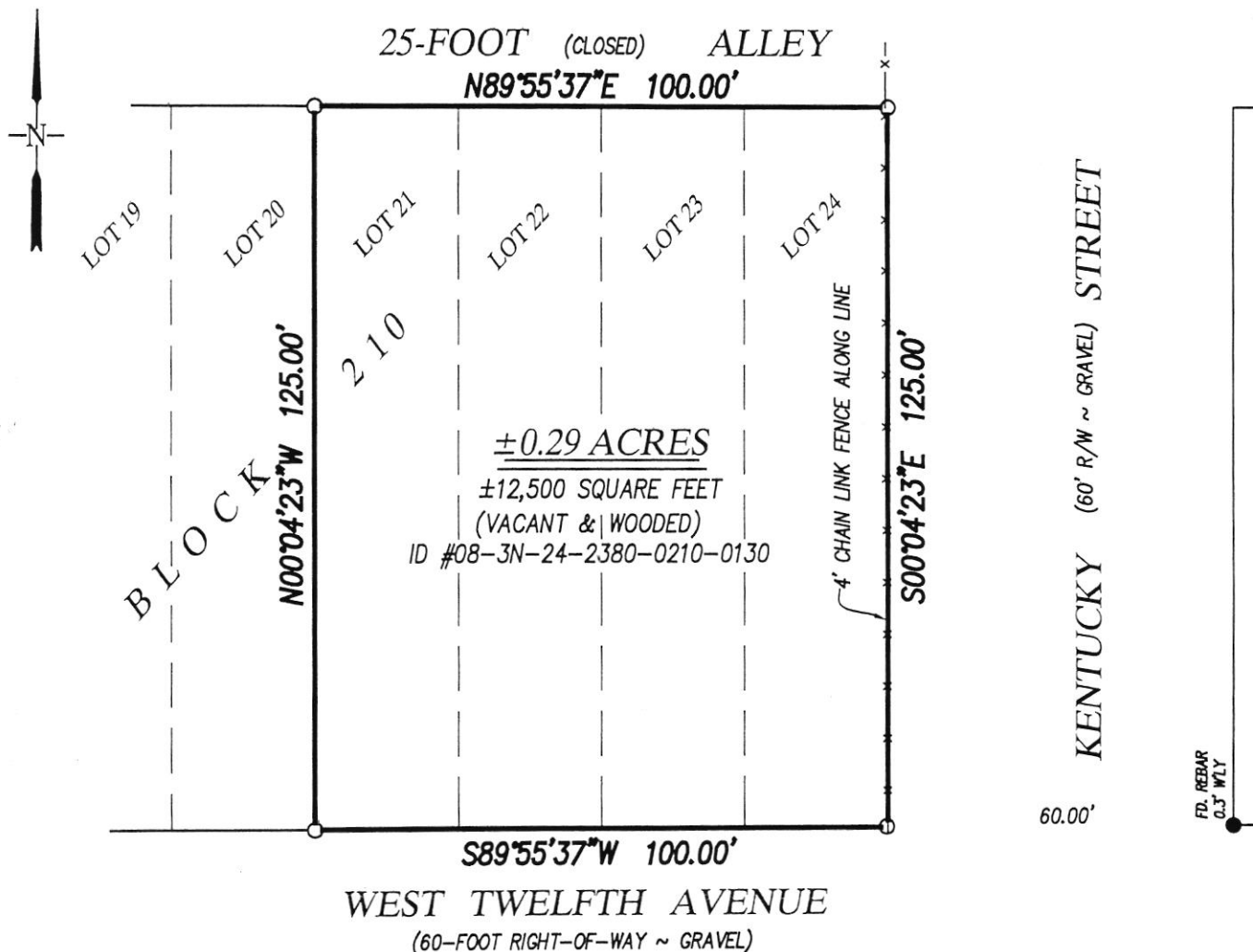
CKD. BY:
R.B.



MAP TO SHOW BOUNDARY OF
**LOTS 21-24, BLOCK 210, TOWN OF HILLIARD, NASSAU COUNTY,
 FLORIDA**

(ACCORDING TO PLAT RECORDED IN PLAT BOOK 1, PAGE 17 OF THE OFFICIAL RECORDS OF NASSAU COUNTY)

FOR: PRIME SOUTH BANK; DAVID WAYNE BISHOP, JR. & CALLIE KAY BISHOP;
 WATSON TITLE SERVICES OF NORTH FL, INC AND
 OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY



NOTES:

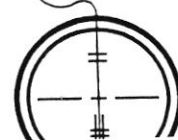
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- 2.) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A FORMAL TITLE REVIEW.
- 3.) THERE MAY EXIST ADDITIONAL RESTRICTIONS LYING OVER THE SUBJECT PROPERTY THAT ARE NOT SHOWN HEREON WHICH MAY BE FOUND IN THE PUBLIC RECORDS OF CAMDEN COUNTY.
- 4.) SUBJECT PROPERTY IS ZONED SINGLE FAMILY DISTRICT R-2. REFER TO CITY ORDINANCES FOR BUILDING RESTRICTION LINES.

THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 61G17-6, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

FLOOD CERTIFICATE: THIS IS TO CERTIFY THAT THE SUBJECT PROPERTY IS
 SHOWN TO BE IN FLOOD HAZARD ZONE "X" (UNSHADED) AS PER F.I.R. MAP
 No. 12089C0135F, COMM No. 120573, PANEL No. 0135
 SUFFIX F. DATED: DEC. 17, 2010 FOR: NASSAU COUNTY, FLORIDA

DWN. BY:
 T.L.P.

CKD. BY:
 R.B.





AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Regular Meeting Meeting Date: November 9, 2021

FROM: ***Janis K. Fleet. AICP – Land Use Administrator***

SUBJECT: Planning and Zoning Board approval of Planning and Zoning Board
Recommendation for the Preliminary Plat Application #20211026
The Tracks Subdivision
Property Owner – Mason & Magnolia LLC
Agent - Ben Buchanan
Parcel ID No. 08-3N-24-2380-0051-0030

BACKGROUND: Mr. Ben Buchanan has applied for a Preliminary Plat/Replat to create the Tracks Subdivision, with 6 lots from 2 lots. The development will add 4 lots, and therefore is subject to all the State requirements for a subdivision and Chapter 46, of the Town Code.

FINANCIAL IMPACT: None to the Town. The applicant is required to pay for all costs for reviews by the Town's consultants and any permitting costs.

RECOMMENDATION: Staff recommends the Planning and Zoning Board recommend to Town Council the Preliminary plat to create the Tracks Subdivision for the property with the Parcel ID No. 08-3N-24-2380-0051-0030, the following conditions should be part of the recommendation for approval:

1. Pay all consultant review fees to the Town of Hilliard.
2. The applicant shall prepare a drainage plan for the subdivision to be approved by the Town.

TOWN OF HILLIARD, FLORIDA

15859 West County Road 108
 Hilliard, FL 32046
 Phone: 904-845-3555
 Fax: 904-845-1221

FOR OFFICIAL USE ONLY

Date Received:	10.26.21
Fee Paid: \$	620.00
Check #:	card
Receipt #:	00143896

MAJOR SUBDIVISION APPLICATION PLANNING DEPARTMENT

INSTRUCTIONS

Use this application form if the following are true: (1) the real property to be subdivided is located in the Town of Hilliard limits and (2) you seek subdivision of the real property parcel into THREE (3) OR MORE parcels. You MUST complete the Certification to the Subdivision Application which begins on page 3 of this application. You also must provide and attach a legal description for the property to be subdivided as well as legal descriptions for the two new proposed parcels. These legal descriptions must be certified by a licensed surveyor to an owner or authorized legal representative on this application.

INFORMATION ON PROPERTY TO BE SUBDIVIDED			
Property Address Street # and Name	37127 OXFORD STREET HILLIARD FL 32046		
Nassau County Parcel ID #	08-3N-24-2380-0051-0030		
Zoning	R-2	Changing the Use	Circle YES or NO
Future Land Use	MED. DENSITY	Existing Use	VACANT
Size (acres)	2.02	Proposed Use	RES. SITES
Zoning and/or Future Land Use of Adjacent Properties	R-2 / MEDIUM DENSITY		
Number of Lots to be Created	6		

OWNER INFORMATION			
Name(s) Last, First or, if corporate, relevant corporate contact	MASON & MAGNOLIA LLC		
	SARAH BUCHANAN 904-321-7597		
Address(es) Street, City, State, Zip	37242 LEE STREET HILLIARD FL 32046		
Phone	321-7597	Fax	
Email	MASONANDMAGNOLIAFL@GMAIL.COM		

ADDITIONAL OWNER INFORMATION (IF ANY)			
Name(s) <i>Last, First or, if corporate, relevant corporate contact</i>			
Address(es) <i>Street, City, State, Zip</i>			
Phone		Fax	
Email			

TOWN CODE EXCEPTIONS	
Please explain if either exception stated in Town Code section 46-4 applies, and if so, to what does it except your project from, and why. Attach a separate sheet if necessary.	N/A

CERTIFICATION TO SUBDIVISION APPLICATION

Please acknowledge each statement by writing your initials in the right column beside each statement. If you are unable to acknowledge a statement with initials, please attach a written statement as to why, or if it is not relevant, write "N/A."

1.	Application is hereby made for review and approval of the project described on page 1 of this application form.	SB
2.	All owners of the property subject to the subdivision have either a notarized signature on this application or have an authorized legal representative who has a notarized signature on this application.	SB
3.	I/we understand that further approvals, modifications to the subdivision, or certain conditions of approval may be required before final approval is granted.	SB
4.	I/we understand that abutting or adjacent property owners may be notified of my application and may express their opinions regarding the proposed subdivision by public hearing.	SB
5.	I/we have read the Town of Hilliard ordinances, codes, and requirements for subdivisions. If my/our submittal is not complete, I/we understand it will NOT be reviewed.	SB
6.	I/we understand that subdivisions are subject to the Town's Code, the applicable Comprehensive Plan, and that all development or property affected by this application must be consistent before approval can be granted.	SB
7.	I/we understand that all personal financial commitments regarding the sale or development of this project or property are, or will be, made independent of the approval process.	SB
8.	I/we understand that all application fees are not refundable.	SB
9.	I/we understand that approval of this subdivision does not permit any waiver of the Town's Codes unless a waiver is specifically requested in writing and approved.	SB
10.	I/we, the undersigned owner(s) and/or authorized representatives for the subdivision of the above-described property in the Town of Hilliard, Florida, do hereby agree to indemnify and hold harmless the Town of Hilliard, Florida, its elected officials, officers, agents, and assigns for any	SB

	and all damages, attorney fees and costs incurred by said Town in any instance in which the Town must expend funds and/or defend its decisions regarding the granting or denying of the above-referenced application.	SB
11.	I/we have reviewed chapter 177, Florida Statutes governing the subdivision of land into 3 or more lots as well as chapter 46 of the Town Code and are aware that you must provide a preliminary plat that conforms to Town requirements as specified in chapter 46 of the Town Code, but that ultimately it must conform also to the requirements of chapter 177, Florida Statutes once it moves past the preliminary plat stage and if it is to be considered as a final plat.	SB
12.	I/we have attached the conforming preliminary plat documents pursuant to chapter 177, Florida Statutes and chapter 46 of the Town Code.	SB

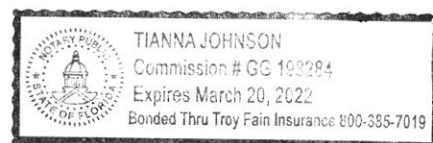
By: Sarah Buchanan
 Print: SARAH BUCHANAN
 Owner of Record / Authorized Representative

By: Sarah Buchanan
 Print:
 Owner of Record / Authorized Representative

STATE OF FLORIDA
 COUNTY OF NASSAU

The foregoing Certification to Subdivision Application was acknowledged before me on this 25 day of October, 2021, by Sarah Buchanan who is personally known to me or has produced DL as Identification and who did / did not (circle one) take an oath.

Tianna Johnson
 Print: Tianna Johnson
 Notary Public



SUBDIVISION APPLICATION ATTACHMENT "1" LEGAL DESCRIPTION

Please attach the legal description of the parcel as it is, as well as the legal descriptions of the parcels as you would like to see them subdivided.

NOTE: The Town of Hilliard requires that the legal descriptions be provided by a licensed surveyor certified to an owner or legal representative to this application.

SUBDIVISION APPLICATION ATTACHMENT "2"

AGENT AUTHORIZATION AFFIDAVIT

INSTRUCTIONS

Please complete this form if an authorized representative of one or more owners is submitting this application or signing this application on behalf of one or more owners. If an owner is a corporate entity, you must attach documentation proving authority of the signatory to this affidavit such as corporate resolution, power of attorney, Sunbiz, etc.

Date: 10/25/21

Regarding Property Located at: 37127 OXFORD ST, HILLIARD FL 32040

To Whom it May Concern:

You are hereby advised that the undersigned is the owner of the property described in Attachment 1 to this Application. Said owner hereby authorizes and empowers BEN BUCHANAN to act as agent to file application(s) for subdivision of the above-referenced property and in connection with such authorization to file such applications, papers, documents, requests and other matters necessary for such requested change.

If Owner is an Individual

By: _____
Print Name: _____

By: _____
Print Name: _____

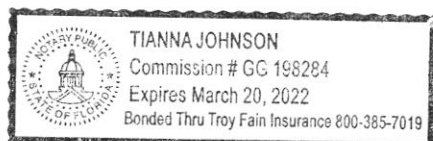
If Owner is Corporate Entity*

Print Corporate Name:
MASON & MAGNOLIA LLC

By: Sarah Buchanan
Print Name: SARAH BUCHANAN
Its: MEMR

STATE OF FLORIDA
COUNTY OF NASSAU

The foregoing was acknowledged before me on this 25 day of October, 2021, by Sarah Buchanan who is personally known to me or has produced de as Identification and who did / did not (circle one) take an oath.



Tianna Johnson
Print: Tianna Johnson

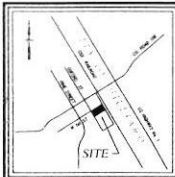
Notary Public

SUBDIVISION APPLICATION ATTACHMENT "3" PRELIMINARY PLAT MATERIALS

INSTRUCTIONS

Please attach all of the required information described by the Town Code, specifically section 46-32, and in the sufficient quantity stated in section 46-32.

You are encouraged to provide a preliminary plat that takes into account requirements of Section 177.091, Florida Statutes, as well as Sections 46-111 and 46-114 through 117.



VICINITY MAP
(NOT TO SCALE)

PROPERTY DEVELOPED BY:
MASON & MADONIA, LLC
37742 LEE STREET
HILLIARD, FLORIDA 32046
(O.R.B. 2480, PAGE 13)
(PARCEL NO. 08-34-24-2380-0051-0030)

THE TRACKS SUBDIVISION

(BEING A RE-PLAT OF LOTS 3 & 4, BLOCK 51, TOWN OF HILLIARD, NASSAU COUNTY FLORIDA, AS RECORDED IN OFFICIAL RECORDS BOOK 512, PAGE 348, PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA)

NOTICE: THIS PLAT AS RECORDED IN ITS GRAPHIC FORM IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY. 177.081(27)

OFFICIAL RECORDS BOOK PAGE

LEGEND
D = SET 1/2" IRON PIPE
R = FENCE ROW PIPE (UNLESS OTHERWISE NOTED)
R/W = RIGHT-OF-WAY
E = EASEMENT
N = NAMED
L.B. = LICENSED BUSINESS
PL = PLANNED
FPL = FLORIDA POWER & LIGHT
CONE = CONCRETE
(PLA) = OFFICIAL RECORD BOOK

ADOPTION AND DEDICATION

THIS IS TO CERTIFY THAT MASON & MADONIA, LLC IS THE LAWFUL OWNER AND DEVELOPER OF THE LANDS DESCRIBED IN THE CAPTION HEREON KNOWN AS 102 SUBDIVISION AND HAVE CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED. THIS PLAT BEING MADE IN ACCORDANCE WITH SAID SURVEY AND IS HERE BY ADOPTED AS A TRUE AND CORRECT PLAT OF THOSE LANDS.

IN WITNESS WHEREOF,
HAS CAUSED THESE PRESENTS TO BE SIGNED THIS _____ DAY OF _____, 2021.

STATE OF FLORIDA

COUNTY OF DUNALOO, NASSAU
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2021 A.D. BY
_____ MY COMMISSION EXPIRES _____

NOTARY PUBLIC STATE OF FLORIDA AT LARGE

CLOSURE STATEMENT

THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 10,000 FEET AND AN ANGULAR ERROR OF 0.1 SECONDS PER ANGLE POINT AND WAS ADJUSTED USING THE COMPOUND RULE.

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 10,000 FEET.

EQUIPMENT USED FOR FIELD MEASUREMENTS:

LINEAR: SOKKIA 10 ANGULAR: SOKKIA 10

TOWN COUNCIL CERTIFICATE

THIS IS TO CERTIFY THAT THIS PLAT IS APPROVED BY TOWN OF HILLIARD THIS DAY _____ OF _____, A.D. 2021.

WATSON

TOWN CLERK

COUNTY HEALTH CERTIFICATE

THIS IS TO CERTIFY THAT I HAVE REVIEWED THE ABOVE PLAT THIS _____ DAY OF _____, A.D. 2021, AND THESE LOTS ARE APPROVED TO BE PLACED ON APPROVED PUBLIC WATER AND APPROVED PRIVATE SEWAGE SYSTEMS.

COUNTY HEALTH DEPARTMENT

CLERK'S CERTIFICATE

THIS IS TO CERTIFY THAT THIS PLAT IS RECORDED IN OFFICIAL RECORDS BOOK _____ PAGE _____ IN THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

CLERK OF COURTS NASSAU COUNTY, FLORIDA

CERTIFICATE OF TOWN ATTORNEY

THIS IS TO CERTIFY THAT THIS PLAT HAS BEEN APPROVED BY THE TOWN ATTORNEY FOR HILLIARD, FLORIDA. THIS _____ DAY OF _____, A.D. 2021.

TOWN ATTORNEY

SURVEYORS CERTIFICATE OF REVIEW

I HEREBY CERTIFY THAT I HAVE REVIEWED THIS PLAT FOR CONFORMITY TO CHAPTER 177, FLORIDA STATUTES AND THAT I AM EMPLOYED BY OR UNDER CONTRACT TO THE APPROPRIATE LOCAL GOVERNMENT BODY AND ACTING HERETO AS AN AGENT THEREOF. THIS LIMITED CERTIFICATION AS TO FACIAL CONFORMITY WITH REQUIREMENTS OF CHAPTER 177, FLORIDA STATUTES, IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS A CERTIFICATION OF ACCURACY OR QUALITY OF THE SURVEYING/MAPPING REFLECTED ON THIS PLAT.

DATE:

MICHAEL WATSON, P.L.S. 4069
WATSON & DRAKE LAND SURVEYING
117 S. 8TH STREET
FERNANDINA BEACH, FL 32034

TAX COLLECTOR'S CERTIFICATE

PARCEL IDENTIFICATION NUMBERS: 08-34-24-2380-0051-0030

AD-VALOREM TAXES ARE PAID IN FULL ON ALL PARCELS DESCRIBED ON THIS PLAT FOR THE YEARS PRECEDING THE RECORDING DATE OF THIS PLAT.

SIGNED THIS _____ DAY OF _____, A.D. 2021.

NASSAU COUNTY TAX COLLECTOR

CAPTION:

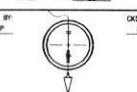
ALL THAT CERTAIN TRACT OR PARCEL OF LAND BEING LOTS 3 AND 4, BLOCK 51, TOWN OF HILLIARD, ACCORDING TO PLAT RECORDED IN PLAT BOOK 1, PAGE 26, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA. THE LAND THUS DESCRIBED CONTAINS 2.05 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY EASEMENTS OF RECORDS WHICH MAY LIE WITHIN.

NOTES

1. BEARINGS SHOWN HEREON REFER TO THE BEARING OF S82°-30'-00"E FOR THE SOUTHWESTERLY R/W LINE OF RAILROAD STREET, ACCORDING TO PLAT RECORDED IN PLAT BOOK 1, PG. 26.
2. THERE MAY EXIST ADDITIONAL RESTRICTIONS LING OVER THE SUBJECT PROPERTY THAT ARE NOT SHOWN HEREON WHICH MAY BE FOUND IN THE PUBLIC RECORDS OF NASSAU COUNTY.
3. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A FORMAL TITLE REVIEW.
4. ALL INTERIOR LOT CORNERS ARE TO BE SET 1/2" IRON PIPES CAPPED "PSM 8332". OUTER BOUNDARY CORNERS TO BE REPLACED WITH 4"x4" CONCRETE MONUMENTS.
5. SUBJECT PROPERTY IS CURRENTLY ZONED R-2.
6. MAXIMUM LOT COVERAGE: MAXIMUM LOT COVERAGE BY ALL BUILDINGS AND ACCESSORY STRUCTURES SHALL NOT EXCEED 30 PERCENT OF LOT AREA.
MINIMUM YARD REQUIREMENTS: FRONT: 30 FEET, SIDE: THE SUM OF BOTH SIDE YARDS SHALL BE 25 FEET, HOWEVER, NO SIDE YARD SHALL BE LESS THAN TEN FEET IN WIDTH NEAR 30 FEET.
MAXIMUM HEIGHT OF STRUCTURES: THIRTY FEET IN HEIGHT ABOVE ESTABLISHED GRADE.
7. THERE EXISTS A 15-FOOT IN WIDTH UTILITY EASEMENT, BY THIS PLAT, ALONG ALL RIGHTS-OF-WAY SHOWN HEREON FOR THE USE OF THE CITY OF HILLIARD.
8. SUBJECT PROPERTY TO BE SERVICED BY PUBLIC WATER AND SEWER.
9. SUBJECT PROPERTY LIES IN THE "UNIMPAVED" FLOOD HAZARD ZONE AS PER F.I.R. MAP NO. 12089 (0155) & 12089 (0145), CONAN NO. 120573, PANEL NO. 135 & 145, SUFFIX F, DATED: 12-17-2010, FOR: TOWN OF HILLIARD, FLORIDA.
10. EASEMENTS REFERENCED FOR CABLE TELEVISION USE, 177.081 (28) "ALL PLATTED UTILITY EASEMENTS SHALL PROVIDE THAT SUCH EASEMENTS SHALL ALSO BE EASEMENTS 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 INTERFERE WITH THE FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS OR OTHER PUBLIC UTILITY. IN THE EVENT A CABLE TELEVISION COMPANY DAMAGES THE FACILITIES OF A PUBLIC UTILITY, IT SHALL BE SOLELY RESPONSIBLE FOR THE DAMAGES. THIS SECTION SHALL NOT APPLY TO THOSE PRIVATE EASEMENTS GRANTED TO OR OBTAINED BY A PARTICULAR ELECTRIC, TELEPHONE, GAS OR OTHER PUBLIC UTILITY. SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION SHALL COMPLY WITH THE NATIONAL ELECTRICAL SAFETY CODE AS ADOPTED BY THE FLORIDA PUBLIC SERVICES COMMISSION."

SHEET 1 OF 1

SCALE: 1" = 50'



SURVEYORS CERTIFICATE:

THIS IS TO CERTIFY THAT THIS PLAT IS A CORRECT REPRESENTATION OF THE LANDS SURVEYED, PLATTED AND DESCRIBED IN THE CAPTION. THAT THE SURVEY WAS MADE UNDER THE UNDERSIGNED'S RESPONSIBLE DIRECTION AND SUPERVISION, THAT THE SURVEY DATA CONFORMS WITH ALL REQUIREMENTS OF FLORIDA STATUTE 177, AS AMENDED, THAT THE PERMANENT REPRODUCIBLE MEASUREMENT CONTROL POINTS AND LOT CORNERS HAVE BEEN OF WELL-DETERMINED ACCURACY IN ACCORDANCE WITH CHAPTER 177.081, F.S. & CHAPTER 32-11.2, F.A.C. AND COMPLETES THE LANDS OF NASSAU COUNTY, FLORIDA.

ERNEST R. BENNETT, PROFESSIONAL SURVEYOR
FLORIDA REGISTRATION NO. 08252
BENNETT SURVEYING, INC.
102 MARSH HARBOR PARKWAY, UNIT 103
KINGSLAND, GEORGIA 31546
(912) 258-8899
(912) 673-8840
ERNEST R. BENNETT, JR.
FLORIDA PROFESSIONAL SURVEYOR & MAPPER NO. 6222
LICENSED BUSINESS NO. 785

BENNETT SURVEYING, INC.
Surveyors and Land Planners
102 MARSH HARBOR PARKWAY, UNIT 103
KINGSLAND, GEORGIA 31546
(912) 258-8899
(912) 673-8840
ERNEST R. BENNETT, JR.
FLORIDA PROFESSIONAL SURVEYOR & MAPPER NO. 6222
LICENSED BUSINESS NO. 785

F.S. 86.04, PG. 22.
SURVEY DATE: 06-22-20
SIGNATURE DATE: 06-28-20
TIME: 10:25:00-11:20

1. I CERTIFY (under oath) that the Surveyor's Certificate is true and correct.