

Subpart B - LAND DEVELOPMENT CODE
Chapter 104 - PROCEDURES
DIVISION 5: - INFRASTRUCTURE

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104-50 - AUTHORITY AND JURISDICTION

Pursuant to the provisions of state statutes and pursuant to any other regulations provided by law, the regulations hereinafter contained in this division shall apply to all developments, whether platted or not platted, hereinafter made, of land within the corporate limits, as now or hereinafter established, of the City of Dunedin.

104-50.1 - Purpose

The purpose of this division is to establish procedures and standards for the development and subdivision of land within the city, in an effort to, among other things, ensure proper legal description, identification, monumentation, and recording of real estate boundaries; ensure the orderly layout and appropriate use of the land consistent with the city's comprehensive plan, zoning ordinances and development compatibility; provide safe, convenient, and economic circulation of vehicular and pedestrian traffic; provide suitable building sites which drain properly and are readily accessible; provide for suitable, amenable, well-planned neighborhoods; ensure the installation of approved proposed improvements; and help conserve and protect the physical and economic resources of the city (and its environs), thereby promoting its public safety, health, and general welfare. The review of site plans and plats are legislative and quasi-judicial in nature allowing the city commission discretion to ensure public health, safety and welfare.

104-51 - REVIEW PROCESS

In general and where applicable, plans for the development of land shall proceed along the following steps in the review process:

- Step 1 - Concurrency Review (see *Chapter 106 - Concurrency*)
- Step 2 - Preliminary Concept Review (see § *104-24.6*)
- Step 3 - Final Design Review (see § *104-24.8*) & Parkland Dedication (see § *104-26*) if applicable
- Step 4 - Infrastructure/Site Construction Plan Review (see § *104-50*)
- Step 5 - Infrastructure/Site Construction Permit Issuance
- Step 6 - Infrastructure/Site Construction Final Inspection and Approval (see § *104-50*)
- Step 7 - Platting Procedures (see § *104-60*)
- Step 8 - Recording of Plat (see § *104-60*)
- Step 9 - Building Permit(s) for Vertical Construction

104-52 - CITY STANDARDS AND SPECIFICATIONS

The city shall prepare construction standards and specifications of the facilities to be maintained by or provided by the city, which may be amended from time to time as the city deems appropriate.

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104-53 - IMPROVEMENTS

104-53.1 - Streets and Sidewalks

The arrangement, character, width, grade and location of all streets and sidewalks within a development shall be considered in relation to existing or planned streets and sidewalks, to topographical conditions, to public convenience and safety, and in appropriate relation to the proposed uses of the land to be served by such streets and sidewalks, and shall be constructed by the developer in accordance with *Chapter 105* , pertaining to development standards. Streetlights, street signs and traffic regulatory devices shall also be provided in accordance with the standards listed in *Chapter 105* .

104-53.2 - Water and Sewer

Potable water, reclaimed water, and sanitary sewage systems within a development shall be provided in accordance with the standard specification of the city, and as permitted by the regulatory agencies.

104-53.3 - Storm Drainage

Construction of the stormwater collection systems within a development and all other appurtenances and facilities of storm drainage systems, including required detention/retention provisions, and necessary off-site conveyances which may be required, shall be in accordance with *Chapter 78* , pertaining to stormwater and floods.

104-53.4 - Utilities to be Located Underground

All utilities within a development, including power and communications lines, must be located underground. For the purpose of this section, surface-mounted transformers, pedestal-mounted terminal boxes and meter cabinets, street lighting or signal control cabinets, and other associated equipment in an underground system may be placed aboveground at a location acceptable to the city. The developer is responsible for complying with the requirements of this section and shall make all the necessary arrangements as required by the serving utilities for the installation of such facilities.

104-53.5 - Fees and Charges

Various fees and charges, such as filing fees, review fees, inspection fees, street lighting payments, street sign and traffic control payments, payments in lieu of recreation land dedication, and such other fees and charges, as may be adopted from time to time, are payable to the city as required.

104-53.6 - Inspections

For ALL development, all applicable inspection requirements, including, but not necessarily limited to: applicable fees, maintenance guarantee, engineering certification, record drawings, regulatory agency clearances, and bill of sale for personal property located in right-of-way as described in § *104-55* et seq., will apply.

104-53.7 - Riparian Developments in Flood Hazard Areas

104-53.7.1 - Approvals Required

Approvals are required from regulatory agencies for most riparian developments. Prior to commencing any riparian dredging or landfill activities, plans and specifications for seawalls, canal waterways, dredging and landfill activities, methods of enhancing tidal flows to prevent stagnation of canals, minimizing adverse affects on the local ecosystem, prepared by a professional engineer registered in the state, shall be approved by applicable regulatory agencies and the city engineer.

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104-53.7.2 - Canal Waterways

Canal waterways in the tidal zone, created by dredge and fill, shall have a minimum width of 100 feet measured from seawall to seawall. When boathouses, docks, or mooring pilings are to be permitted in such waterways, the plat shall include plat covenants limiting such projections to half the width. Where a finger projection of land is proposed, the minimum width of the waterways shall be as follows:

Finger Length	Minimum Width
Up to 700 feet	100 feet
700 to 1,400 feet	100 feet, plus 15 feet for each 100-foot unit or fraction thereof over 700 feet
Over 1,400 feet	200 feet

The minimum depth of the unobstructed channel shall be five (5) feet below mean sea level North American Vertical Datum (NAVD), 1988.

104-53.7.3 - Seawalls

Seawalls in the tidal zone shall be required on all dredged waterways and constructed in accordance with *Chapter 105* , pertaining to buildings and building regulations.

104-53.7.4 - Dedications

The city may accept the dedication of dredged canal waterways, but maintenance of such canal waterways shall be the responsibility of abutting property owners.

104-53.7.5 - Certifications

All conditions of mandatory permits or authorizations issued by applicable regulatory agencies shall be met and shall be so certified to by the engineer of record prior to the approval of the final plat by the city.

104-53.7.6 - Construction in flood hazard areas

All residential construction in riparian developments shall be in accordance with *Chapter 78* , pertaining to stormwater and floods, and federal regulations relative to flood control.

104-54 - INFRASTRUCTURE/SITE CONSTRUCTION PLANS

104-54.1 - Submittal of Infrastructure/Site Construction Plans

104-54.1.1 - General

For all development requiring infrastructure/site construction review and approval, the engineer of record shall submit to the Engineering office nine (9) sets of the infrastructure/site construction plans of the development, of which two (2) sets shall be certified by a Florida professional engineer, on standard 24-inch by 36-inch sheets with a standard plan scale of 50 feet or less to one inch (20 feet to the inch is the preferred scale). Subject to the condition cited in § 104-54.8, city staff will review the final engineering/construction plans for compliance with the city Code of Ordinances and standards.

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104-54.1.2 - Completeness Review

No infrastructure/site construction plan application shall be deemed complete until such time as the applicant has provided all of the information required in § 104-54.2 thru 104-54.6 as well as all applicable requirements included on the engineering section's review checklist. An application is deemed incomplete until all required information is received, including any additional information required by staff for review. Current application materials shall be made available in the engineering office.

104-54.1.3 - Fees

Review fees will be as established by resolution of the city commission. Refer to *Appendix C - Fees* for the charge relating to multiple reviews.

104-54.2 - Final Infrastructure / Site Construction Plans

Details of the required improvements to be constructed in accordance with the Code of Ordinances and standards of the city, the final plans shall include, but not be limited to:

- (A) Name of proposed project or development.
- (B) Date, north point, scale.
- (C) Legal description of property including section, township and range.
- (D) A boundary survey signed by a Florida registered surveyor.
- (E) Names, addresses and phone numbers of owner, surveyor and engineer. If the property involved is owned by a corporation or company, the name and address of its president and secretary shall be shown.
- (F) Sketch or map indicating location of development.
- (G) Dimensions and boundaries of the tract to be developed.
- (H) The location and dimension of existing and proposed property lines, public or private easements, dedicated rights-of-way, street names and watercourses on the tract to be developed and on the land immediately adjoining for a distance of at least 50 feet.
- (I) The location of wooded areas, natural features, marshes or other conditions affecting the proposed site plan and on the land immediately adjoining for a distance of at least 50 feet. If such feature is extensive, i.e., lake, wetland area, the full size of such feature and its relationship to subject site plans shall be shown.
- (J) The approximate distances to, and the elevation, location and dimensions of, the watercourses, streets, sidewalks and other utilities to which connections are proposed to be made to serve the property.
- (K) The identification of the off-site easements or rights-of-way proposed to be utilized or acquired to accommodate the utilities and traffic of the proposed development.
- (L) Proposed lots or parcels with dimensions.
- (M) Locations of proposed buildings, structures, and similar uses showing setbacks and other pertinent information.
- (N) Proposed development schedule, including any phasing.
- (O) A general description of the proposed landscaping of areas, including park or recreation area, planter islands and parking areas. Landscaping shall conform with Division 4 pertaining to landscaping.

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- (P) Names, designations or purposes of all proposed streets, service drives, easements, waterways and beaches.
- (Q) Sufficient data to determine readily and reproduce accurately on ground the location and length of every road and service drive. This shall include the radii of all curves.
- (R) All internal dimensions accurate to the nearest foot.
- (S) A tree survey for all areas of the project to be altered from the predevelopment condition.
- (T) Topographic contours of the site, based on a clearly identified established datum (the National Geodetic Vertical Datum (NGVD), 1929 or North American Vertical Datum (NAVD), 1988), with one-foot intervals, extending at least 50 feet beyond the property lines, with elevations noted, with the seasonal high groundwater table in the proposed detention/retention area noted and any other unique features of the sites effecting the required improvements. (This information shall be provided in plan format)
- (U) Roadway systems, showing width of rights-of-way, widths of pavement, centerline radii, connection to existing streets, curbs and gutters. A tabulation of soil boring sample analysis, taken at intervals not in excess of 500 feet, and other data, when required by the City Engineer. (This information shall be provided in plan and profile format)
- (V) Sidewalks and bicycle path systems, showing widths and locations, generally one foot from property lines, and other data as may be required by the City Engineer for pedestrian traffic. (This information shall be provided in plan format)
- (W) Potable water/fire protection system, showing locations from the property lines on either side of rights-of-way, the size and type of pipe and fittings, the fire hydrants with individual shutoff valves, to be spaced in accordance with city regulations and National Fire Codes. Hydrants shall be supplied from piping not less than six inches in diameter, and the piping connections to existing supply systems shall be shown. Also shown will be the location and sizes of the residential service lines to future individual meter locations, providing for the meter to be installed in the right-of-way clear of sidewalks and driveways. The street-crossing sleeves, and all corporation stops, service lines and curb stops, shall be installed by the developer, with each such tap serving an individual water meter and shall be installed, inspected, flushed, sterilized and hydrostatically pressure-tested when such activities are scheduled for the respective water mains. (This information shall be provided in plan format)
- (X) Reclaimed water system, showing locations, to be generally on the opposite side of the street as the potable waterline where possible and practical, size and type of pipe and fittings and service lines to each individual residency with locking curb stops. The method of pipe identification and color to be in accordance with city standards. (This information shall be provided in plan format)
- (Y) Sanitary sewer system, showing locations to be generally in the street rights-of-way located in the center of one travel lane; the size and type of piping not less than eight inches in diameter in gravity sections, with lateral (individual tap) locations shown with distances measured from downstream manhole noted on the plans, the location of manholes constructed per city standards; the lift station location, if any, showing a dual pump installation, with each pump rated two and one-half times the average daily flow to the station, to be automatically operated alternately, the size and type of force main and the connection of the proposed sanitary system to the existing sanitary system facilities, and other data as may be required by the City Engineer. All manholes, as designated by the City Engineer, which may be subject to inundation, shall be waterproofed by acceptable sealing devices to minimize inflow of stormwater into the sanitary system through the manhole covers. Such sealing devices shall provide for access into the manhole for maintenance without damage to the device. Manholes of the sanitary sewage system shall be located at all deflections of horizontal alignment of the sewer, and in no case may spacing between manholes exceed 300 feet. (This information shall be provided in plan and profile format)

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(Z) If not receiving these utility services from the City of Dunedin, a statement from the servicing utility companies which supply water and/or sewer service indicating that utility service is available for the proposed development.

(AA) Street lighting system, showing the location and types of poles and fixtures and meeting city standards. (This information shall be provided in plan format)

(BB) Seawalls, dredge and fill plans, with notation of regulatory agency requirements, whether in tidal or upland areas, and such other data as may be required by the City Engineer. (This information shall be provided in plan and profile format)

(CC) Storm drainage system, showing inlets with spacing at the ten-year design storm for the drainage subarea not to exceed 400 feet, junction boxes, culverts, pipe size, type of pipe, inverts, headwalls, detention/retention provisions, and other storm drainage appurtenances and conveyances, the delineation of the 100-year floodplain, the off-site connection of proposed storm drainage outfall to existing watercourses, the necessary off-site easements required, and such other data as the City Engineer may require in accordance with the city codes and standards. See also *chapter 78* , pertaining to stormwater regulations. (This information shall be provided in plan and profile format)

(DD) Computations of the storm drainage system, establishing inlet spacing, pipe sizing, inlet/outlet hydrographs of the detention/retention facilities, 100-year flood routing within and through the development, and such other data as the City Engineer may require. See also *chapter 78* , pertaining to stormwater regulations.

(EE) A lot grading plan. Where possible and practical, a lot shall be graded and constructed to its final form in such a manner that normally all surface drainage shall be carried to the street. The grading plan shall show building pad elevations and future finish floor elevations. Adequate swales shall be provided on the lot lines to minimize surface water flows to abutting properties, and lots shall be graded to divert surface water flows away from the structures thereon. All lots are to be brought to final pad elevation before final inspection by the City Engineer. See also *chapter 78*, pertaining to stormwater regulations. (This information shall be provided in plan format)

(FF) A stormwater pollution prevention plan and/or an erosion control plan, as appropriate, is required for new construction activities that will disturb existing soil conditions.

(GG) Typical standard details and drawings for the required improvements of the development.

(HH) Any additional information necessary for the review of the proposed project.

104-54.3 - Parks Division Plan Requirement

A landscape plan shall be provided per § *105-42.4 Landscape Plan*.

104-54.4 - Engineer of Record Certification on Design

It shall be the responsibility of the engineer of record to ensure that the project design is in strict compliance with the city regulations and any other applicable ordinances and regulations. The engineer shall certify on the city provided form that the design is in compliance with such regulations and ordinances.

104-54.5 - Regulatory Agency Permits

All required regulatory agency permit applications shall be submitted along with the infrastructure/site construction application. One (1) complete copy of each regulatory agency permit application package in addition to the number of copies required to be submitted to the regulatory agency must be submitted and will be retained for city records. Approved regulatory agency permits are required prior to any construction commencing.

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104-54.6 - Performance Guarantee

Prior to final approval of the infrastructure/site construction plans, the developer shall submit to engineering a performance guarantee in the form of an irrevocable letter of credit or cash in an amount equal to 100% of the total cost of any work in the right-of-way, based on an estimate provided by the engineer of record and approved by the city engineer.

104-54.7 - Review of Final Construction / Engineering Plans

The final comments on the infrastructure/site construction plans for a development will be forwarded to the engineer of record by the city, after receiving comments from each of the reviewing city divisions/departments as appropriate. Infrastructure/site construction plans having no activity for six (6) months from date of review comments will expire, unless an extension of time is applied for in writing prior to such lapse and granted by the city. One (1) six month extension will be granted. No further extensions will be granted.

104-54.8 - Approval

Absent other conditions for projects on parcels less than one-half acre in size, the city engineer may accept the project engineer of record affirmations and certifications of compliance with all city code requirements as a sufficient basis for approval of infrastructure/site construction plans.

As soon as the infrastructure/site construction plans are ready for approval, the engineering office will notify the engineer of record the plans are approved, subject to the approval of the plat by the city commission if applicable. After plat approval by the city commission, if applicable, the contractor for the developer shall apply for the infrastructure/site construction permit. Infrastructure/site construction permits having no activity for six (6) months from date of approval will expire, unless an extension of time is applied for in writing prior to such lapse and granted by the city. One (1) six month extension will be granted. No further extensions will be granted.

104-55 - INFRASTRUCTURE/SITE FINAL INSPECTION AND APPROVAL

104-55.1 - Permanent Reference Monuments

As a condition of final inspection of a development by the city, when applicable permanent reference monuments installed in accordance with Chapter 177 F.S. at least four in number and no more than 1,400 feet apart, shall be placed at each corner or change in direction on the boundary of the tract so as to provide definite reference points from which may be located any points, lines or lots set forth on the plat. All points of curvature, points of reverse curvature, points of tangency and at least two points in the exterior of each block shall be permanently marked with such monuments. The location of such points as are inaccessible may be established by ties. All monuments so placed shall be of metal not less than three inches in diameter or square or, if smaller, to be encased in a solid block of concrete not less than four inches in diameter or square, having the reference point marked thereon and 24 inches long. The top of the monument shall be set flush with the finished grade at their respective locations. They shall have their position in reference to each other indicated by distances and angles and not less than two of such monuments shall have their location indicated on the plat in relation to the two nearest geodetic monuments. The position of the monuments shall be indicated on the plat by a small square and shall be marked "permanent reference monument" or the initials "P.R.M." to designate the same. Prior to final acceptance of improvements by the city, the city shall cause the site to be inspected to verify the installation of monuments in accordance with the requirements of this section.

104-55.2 - Permanent Control Points

Also, as a condition of the final inspection of a development by the city, when applicable, P.C.P.s (permanent control points) shall be set at the intersection of the centerline of the right-of-way at the intersection of all streets, at "P.C.s," "P.T.s," "P.R.C.s," and "P.C.C.s," and not more than 1,000 feet apart, on tangent between changes of direction, or along the street right-of-way or block lines at each change in direction, and not more than 1,000 feet apart. Prior to final acceptance of improvements by the city, the city shall cause the site to be inspected to verify the

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installation of permanent control points in accordance with the requirements of this section.

104-55.3 - Fees and Charges

104-55.3.1 - Streetlight Fees

As a condition of final inspection, the developer shall be required to pay to the city an amount of money that will produce the required monthly charge on an annual basis, if invested at the then current interest rate applicable to final judgments as set by state statutes. If for any reason, no such interest rate has been established in the state statutes, the interest rate shall be set at six percent. An appropriate sum of money shall be required for each lighting pole or other lighting facility and, when paid to the city, shall become the property of the city. Upon such payment, the developer shall have met the requirements for the installation of streetlights or other illumination devices. If the charge assessed by the electric utility provider on a monthly basis for the light poles or other lighting facilities is amended, the fees shall be amended accordingly and such amendment shall take place automatically, upon the amended schedule charge by the electric utility provider being filed with the city.

104-55.3.2 - Street Name, Traffic Control Sign Fees

As a condition of final inspection, the developer shall be required to pay to the city an amount of money to cover all material and labor costs of such signs which will be installed by the city, in accordance with the standards and specifications prescribed in the Manual of Uniform Traffic Control Devices.

104-55.3.3 - Construction Inspection Fees

As a condition of final inspection, the developer shall pay to the city a fee established by commission resolution for the city's cost for field inspections, quality controls, and confirmation of infrastructure construction, which fee shall be payable at the time final inspection of the development is requested. This fee is in addition to the engineering review fee payable to the city at the time the infrastructure/site construction plans are submitted.

104-55.4 - Maintenance Guarantee

As a condition of final inspection of a development, the developer shall submit to engineering an irrevocable letter of credit or cash deposit in the amount of ten percent of the construction costs of all public infrastructure (streets, potable water, sanitary sewer, reclaimed water system, and stormwater drainage systems), to remedy any defects in the workmanship, material and design of the same, and for repair and maintenance of the same. Such estimate, broken down into individual items, shall be prepared by a professional engineer, registered in the state, and the amount approved by the city. It shall be the responsibility of the entity supplying the maintenance guarantee to notify engineering three months prior to the end of the 18-month period to request inspection of the infrastructure and return or release of the guarantee. No guarantee shall be returned or released until three months' notice has been given and inspection has been made to determine that the infrastructure is free of defects, regardless of whether the 18-month period has elapsed or not.

104-55.5 - Engineer of Record Certification of Construction

It shall be the responsibility of the engineer of record to ensure that the project construction is in strict compliance with the city approved infrastructure/site construction plan and/or development regulations and any other applicable ordinances and regulations. The engineer of record shall certify on the city provided form that the project has been constructed in compliance with such regulations and ordinances. The engineer of record shall submit this certification to engineering prior to the city performing its final inspection of the development project.

104-55.6 - Regulatory Agency Approvals

A statement of completion/clearance must be obtained from all regulatory agency permits that were required for the development and a copy provided to engineering.

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104-55.7 - Record Drawings

Two sets of record drawings/as-builts along with an electronic file copy (in a format compatible with city systems and software) of the approved completed infrastructure/site improvements to a development, certified by the engineer of record, shall be submitted to engineering, which drawings shall reflect accurately all alterations, additions, deletions and revisions of the approved final infrastructure/site construction plans and be congruent with actual field installations. Each set of record drawings shall have the original signature and seal of the engineer of record. The drawings shall show the design grades struck out and as-built grades and slopes placed thereon, together with actual stationing of laterals measured from the downstream manholes. Ties from property corners or other fixed monuments to as-built lift stations, force mains, water lines, water valves, etc., locations will be required.

104-55.8 - Bill of Sale for Personal Property Located in Public Rights-of-Way

All personal property and improvements located in public rights-of-way or easements shall become the property of the city or servicing utility company upon final acceptance unless such improvements are designated as private and labeled as such on the plat and/or site plans and all future maintenance costs are to be the responsibility of the owner(s) of the development. Improvements include, but are not limited to, water and sanitary sewer lines, valves and appurtenances and all other personal property relative to water and sanitary sewer installation serving the developer's property, including storm sewer lines and appurtenances, curbs, sidewalks, paving improvements to streets, and any and all other improvements located within the public rights-of-way in connection with the project. The owner shall execute a bill of sale to the city or servicing utility company for these improvements as a condition of final inspection.

104-55.9 - Final Inspection

Following the city's receipt of required fees and charges, the submittal of certifications, 18-month maintenance guarantee and record drawings, the installation of all required improvements, the placement of reference monuments as set forth in this development and such other prerequisites as may pertain to the development, upon the engineer of record's request, the city shall order a final inspection of all improvement construction to ensure compliance with all city standards, specifications and applicable regulations, whereupon the city will inform the developer in writing of faults to be corrected, if any, which corrections shall require recertification by the engineer of record. No approval or inspection by the city or any of its agents shall act as a waiver or variance of the engineer of record's responsibility for ensuring compliance with the city's ordinances and applicable regulations.

104-56 - COMPLETION OF IMPROVEMENTS

104-56.1 - Liability

A subdivider shall be held liable to the city commission for the completion of all site improvements required by these regulations until such time as the improvements shall have been actually completed and accepted by the city commission.

104-56.2 - Remedy

If the construction of site improvements has been guaranteed by a form of security described in §104.54.6 *Performance Guarantee* of this division, and such improvements have not been completed and accepted by the city commission within the time period prescribed by these regulations, the city engineer, after written notification has been given to the subdivider, shall take such action as may be required to cause payment to be made to the city of the amounts of money secured by a guarantee of performance. Such amounts of money shall be used by the city to finance the completion of the required improvements. Upon failure of such funds made available or improvement being completed, the city shall place a lien on the property in the amount necessary to complete the improvement. No certificate of occupancy or development approval permit of any kind shall be issued until such funds are made available or improvements are completed. In the event that the amounts of money referred to above are insufficient to finance the completion of the required improvements, the city shall so notify the subdivider in writing and shall require the subdivider either to complete the improvements without delay or to make available to the City of

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Dunedin the amount of money required to finance their completion.

Should the subdivider fail to do either of the above and such failure is not due to strikes, riots, acts of God, acts of a public enemy, injunction, or other court action, or any other cause similar to those enumerated beyond the subdivider's control, the city engineer shall refer the matter to the city attorney for such action as the he or she may deem appropriate to compel the subdivider to comply with the provisions of the improvement agreement entered into by the subdivider as a condition precedent to the approval of the plat, or to pursue any other remedy that may be available to the city. Until such time as the required site improvements have been completed and accepted by the city, the city engineer shall refuse to accept from such subdivider a performance guarantee under any form that is related to the plat of a development, in which such subdivider has a principal or subsidiary interest. Failure of the city to make a claim on the security does not relieve the owner/developer from timely completion of the required improvements.

104-56.3 - Extensions

This section does not apply if a subdivider is prevented from completing and having accepted by the city such required site improvements within the prescribed time by reason of strikes, riots, acts of God, acts of a public enemy, injunction, or other cause similar to those enumerated which are beyond the subdivider's reasonable control. The subdivider shall be entitled to an extension of time equal to the time of such delay that shall be fixed by written certificate made by the city engineer. No such allowance of time will be made unless claimed by the subdivider and allowed and certified in writing by the city engineer at the end of each period of such delay.