

-Office Use Only-	
Date Received: _____	Sufficiency Review Completed by: _____
Date Forwarded to Reviewing Departments: _____	

## APPLICATION FOR LOT SPLIT

PROPERTY OWNER NAME(S) \_\_\_\_\_

PARCEL NUMBER \_\_\_\_\_

911 ADDRESS \_\_\_\_\_

FUTURE LAND USE DESIGNATION(S) \_\_\_\_\_

ZONING(S) \_\_\_\_\_ CURRENT USE \_\_\_\_\_

DATE PARCEL CREATED \_\_\_\_\_ PARCEL SIZE \_\_\_\_\_

SUBDIVISION (name & number) \_\_\_\_\_

REQUIRED SET BACKS: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_ Corner \_\_\_\_\_ Water \_\_\_\_\_

SIZE OF PROPOSED LOTS: \_\_\_\_\_

=====

### FLOOD HAZARD DETERMINATION

FLOOD ZONE: \_\_\_\_\_ BASE FLOOD ELEVATION: \_\_\_\_\_

FIRM MAP #: \_\_\_\_\_ REVIEWER \_\_\_\_\_

(See next page for supplemental application requirements)

### BELOW TO BE COMPLETED BY APPLICANT(S):

Please indicate if the following utility services are available to the site:

Central Water \_\_\_yes \_\_\_no      Central Sewer \_\_\_yes \_\_\_no

A verification letter from the appropriate utility is required if any proposed parcel is less than 1 acre.

Please note that zoning and future land use also determine minimum lot size.

Signature of Applicant(s):

\_\_\_\_\_

\_\_\_\_\_

Contact Information:

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

THE FOREGOING instrument was acknowledged before me, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_,  
State of \_\_\_\_\_ County of \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Personally known / Produced ID Type of ID:

## Supplemental Information for Obtaining a LOT SPLIT

The Land Development Code states that any division of a parent tract of land is subject to the requirements of Article 12 of the LDC. An eligible tract of land may be split into two lots through the administrative lot split procedure. Any future subdividing of either the pre-existing or newly created parcel will require the processing of a subdivision plat, according to Section 12.08 of the LDC.

Requirements of the lot split procedure:

- Lot split application completed and notarized (we have notaries at the office). The application must have the notarized signatures of **ALL** property owners of record.
- Family Member Density Exception or Limited Density Residential Exception (if applicable) completed and notarized.
- Application fee (\$400 or \$435 if property is in a flood zone plus \$50 per site visit, if required)
- Boundary Survey, 5 sealed copies (full size) and  
1 copy at 8.5 by 14 (for recording purposes)
  - Survey of entire property depicting all existing improvements (for example; structures, sheds, drain field, well etc) to verify conforming setbacks from existing and new lot lines.
  - The proposed division of the property must meet zoning district requirements and be consistent to the requirements of the Comprehensive Plan (For example: if property is zoned Agriculture, the proposed lots must have a width of 150 feet)
  - There is a 1 acre minimum if properties are serviced by private well and septic systems regardless of zoning district size requirements (Section 7 of the LDC Feb. 2004)
  - The legal descriptions of the parent (existing) parcel(s) and the new parcels must be on the surveys. The legal descriptions must include reference to any and all easements providing access to or otherwise affecting the parent (existing) and new parcels. Official Records (OR) or Deed Book number and page must be provided for the parent (existing) parcel(s).
  - Flood hazard noted and depicted on survey if a property is in a flood zone
  - Each newly created lot must have frontage on a county maintained road or recorded easement (Section 7 of the LDC adopted February 2004)
  - The following clause must be on the surveys: **“Pursuant to County regulations, this land may not be further divided by way of the Putnam County lot split procedure in Section 12.09 of the Putnam County Land Development Code.”** in not less than 14-point type.
  - All requested information must be on the surveys, not attached. If necessary the survey size may be increased to a maximum of 24” X 36” and/or additional sheets (i.e. Sheet 1 of 2, Sheet 2 of 2) may be added.
  - Once the lot split application has been approved by staff new deeds must be recorded for the new parcels to become legal for development purposes.

Staff would be happy to schedule an appointment to discuss this process in more detail and would like to meet prior to any future submittals of lot split applications. Please do not hesitate to contact planning staff at (386) 329-1293.

## **SECTION 12.09 -- PROCEDURE FOR OBTAINING A LOT SPLIT**

### **12.09.01 -- Review By The Planning and Development Services Department**

- a. Authorization: The Department may approve a Lot Split in the following circumstances:
  1. The division of a single platted lot or other parcel into two (2) parcels (including the creation of two lots pursuant to a density exception in the comprehensive plan); or
  2. Any conveyance of an illegal or nonconforming parcel(s), as determined by the Department, to adjust or settle a common boundary line between adjoining property owners in accordance with the following conditions:
    - (a.) The purpose of the conveyance is to settle boundary disputes, correct encroachments, or otherwise resolve conditions which are illegal, nonconforming or deemed by the Director of Planning and Development Services to be undesirable under this Code;
    - (b) A deed, or other conveyance instrument, shall be recorded in the Official Records of Putnam County;
    - (c) The grantee of the conveyance shall combine the conveyed parcel with their original parcel under a single parcel identification number in the records of the Putnam County Property Appraiser; and
    - (d) Upon completion of the conveyance transaction, the resulting adjoining parcels shall conform to all dimensional and frontage requirements of this Code, or shall result in greater conformance with this Code, as determined by the Director of Planning and Development Services.
- b. Submittals: The Department shall consider a proposed Lot Split upon the submittal of the following materials: (1) An application form provided by the Department; (2) Five (5) paper copies of the proposed Lot Split; (3) A statement indicating whether water and/or sanitary sewer service is available to the property; and (4) land descriptions and acreage or square footage of the original and proposed parcels and a scaled drawing showing the intended division signed and sealed by a Florida licensed surveyor in accordance with minimal technical standards. The survey shall clearly describe the affected platted lots or parcels of land and any existing principal or accessory structures. The survey shall contain a notation in not less than 14 point type as follows: "Pursuant to County regulations, this land may not be further divided by way of the Putnam County lot split procedure in Section 12.09 of the Putnam County Land Development Code."
- c. Review Procedure
  1. The Department shall transmit a copy of the proposed Lot Split to the Property Appraiser, County Surveyor, the Health Department and any other divisions of the State or local government deemed by the Department to be pertinent to the issues raised in the review and comments on the proposed split.

2. If the proposed Lot Split meets the conditions of Subsection 12.09.02 below and otherwise complies with all applicable laws and ordinances, the Department shall approve the Lot Split by signing the application form.
- d. Records: Upon approval of the Lot Split, the Department shall maintain an original signed and sealed survey of the division in the subdivision records maintained by the Department. Reference to the Lot Split shall be noted in the Property Appraiser's legal description data.

#### **12.09.02 -- Standards And Restrictions**

- a. Standards: All Lot Splits shall conform to the following standards:
  1. Each new parcel shall conform to the requirements of this Code, including the applicable zoning district regulations.
  2. Each new parcel shall abut a public or private street (except as may be otherwise provided by this Code) for the required minimum lot width. If the original parcel fronts on a local access road, both new parcels shall take access from that road, unless otherwise approved by the Public Works Director.
  3. If any new parcel abuts a street right-of-way that does not conform to the design specifications provided in this Code, the owner shall be required to dedicate to the County one-half the right-of-way width necessary to meet the minimum design requirements.
  4. The division shall not increase the density of the subdivision, unless it results in a density that is allowed under the applicable future land use designation or the division is done through a valid and previously approved density exception.
- b. Restriction: No further division of a parcel created by a Lot Split shall be permitted under this Section.