

GADSDEN COUNTY
BUILDING & PLANNING DEPARTMENT
1-B East Jefferson Street, Post Office Box 1799, Quincy, FL 32353-1799
Phone: (850) 875-8663 Fax: (850) 875-7280
E-mail: planning@gadsdencountyfl.gov Web site: www.gadsdencountyfl.gov

LOT SPLIT APPLICATION

Property Owner: _____
If the applicant is not the property owner an 'Authorization to Represent' is required.

Address: _____

City: _____ State _____ Zip Code _____

Telephone number: _____ Cell #: _____

E-mail address: _____

Parent Parcel Tax Parcel ID #: _____

Total Acreage: _____ Acreage of each lot: 1. _____ 2. _____

Future Land Use Category (from Future Land Use Map): _____

Access: Existing Road: _____ or Recorded Easement _____

Submittal Requirements*, **, *:**

- _____ 1. Application and \$200 fee (Checks are to be payable to the Gadsden County Board of County Commissioners).
- _____ 2. A (1) copy of the warranty deed and legal description depicting the parcel to be subdivided (Sub. 7103.C of the Land Development Code (LDC)).
- _____ 3. A (1) signed and sealed boundary survey with legal description of the parcel to be subdivided with dimensional information (Sub. 7103.D of the LDC).
- _____ 4. Two (2) copies of the signed and sealed draft legal descriptions including easements for each of the resulting parcels.
- _____ 5. Two (2) copies of a signed and sealed survey of the proposed 'lot split' or each lot of the split demonstrating compliance with the adopted Comprehensive Plan and the Land Development Code to include:
 - a) Demonstration of legal access to each lot including easements, as applicable.
 - b) If applicable, the location of all existing improvements including structures, driveways, wells, septic systems and drainfields.
 - c) If applicable, indicate the special flood hazard areas from the NFIP FIRM maps*.
 - d) If applicable, indicate the location of any protected wetlands or other environmentally sensitive lands on the parcel**.
 - e) At least one (1) depth to water table boring test result unless both lots created are greater than three acres in size*.

* Documents to be recorded must be a size acceptable to the Gadsden County Clerk of the Court.

** Prior to submittal, contact the Planning Division for a cursory identification of flood zones, wetlands, or environment sensitive lands to determine whether these features are located on the subject property and may be required to be shown on the surveys.

*** Commercial properties may be required to show extension of central utilities located within ¼ of a mile from the property to be split.

NOTICE TO PROPERTY OWNERS AND REPRESENTATIVES

Once approved, an affidavit for a "Lot Split" shall be signed by the Building & Planning Director or designee. Once approved, the lot split (conveyance documents, legal descriptions and the boundary survey for each parcel) shall be recorded by the applicant in the official records of the Clerk of Circuit Court by the Property Owner or Agent. A copy of the recorded lot split will be provided to the Planning Division within one hundred and eighty (180) days of approval.

(Signature of property owner(s) or authorized representative)

(Print Name of property owner or authorized representative)

STATE OF FLORIDA, COUNTY OF _____, Sworn to and subscribed

before me this _____ day of _____, 20_____, by

_____ Personally Known or Identification Produced _____

(Signature of Notary of Public – State of Florida)

(Name of notary – typed, printed or stamped)

Notary Seal:

