



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.

*** Non-residential properties are to be reviewed as a minor subdivision.

**** If located within ¼ of a mile from central utilities extension of central utilities is required.

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.

_____ I AM THE OWNER

_____ I AM THE LEGAL REPRESENTATIVE OF THE OWNER (Attach Authorization to Represent) of the property described which is the subject matter of this application.

Under penalties of perjury, I declare that I have read said application and all sketches and data and matter attached to and made a part of said application are honest and true to the best of my knowledge and belief. I understand that by signing this document, I am giving the County or agent thereof the authority to duplicate, disseminate, and reproduce any and all items submitted as part of this request, whether copyrighted or not.

Signature of Applicant _____
Date

State of _____ County of _____

The foregoing instrument was acknowledged before me this ___ day of _____ 20_____, by _____ who is personally known to me, or has produced _____ as identification and who did (did not) take an oath.

Notary Seal

Notary Signature

Notary Name Printed

**GADSDEN COUNTY
AUTHORIZATION TO REPRESENT**

If the applicant is not the property owner an 'Authorization to Represent' is required.

This letter serves as notice that on this date: _____, 20_____

I/We, _____
(Print name of property owner(s) and/or entity & authorized representative)

Hereby give authorization to,

(Print name of authorized representative or entity. If the representative is an entity, print the name of all individuals representing the entity for the purposes of this statement)

Address *City* *Zip Code*

Telephone number *E-mail Address*

To apply for an _____ application and all necessary permits as part of the Gadsden County, Florida review process from the Gadsden County Planning & Community Development Department for the property described below:

(Parcel identification number) *(E911 address)*

(Signature of property owner or entity & representative) *(Print name of property owner and/or entity)*

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____ who is personally known to me, or has produced _____ as identification and who did (did not) take an oath.

 Signature of Notary

Notary Seal

 Name of Notary Print: