



City of Ocoee Development Services Department
150 N. Lakeshore Drive, Ocoee, FL 34761
407-905-3100 ext. 1505 * Fax 407-656-7835

Application for Short-form Subdivision Plat Approval

For Creating Fewer than Ten (10) New Lots Fee: \$1,500.00

For City Use Only

Project No. Fee Paid Date Paid

To Be Completed by Applicant (please type or print):

Parent Property Description (Use additional space on Page 2 if more than two parent parcels)

Parcel/Tax ID
Parcel/Tax ID

Applicant Information

Name
Mailing Address
Telephone - Voice Fax

Owner Information Check if Applicant (Use additional space on Page 2 if more than one owner)

Name
Mailing Address
Telephone - Voice Fax

Reason for Application

Number of Parent Parcels Number of Resulting Parcels Acres
Note: Total number of parcels to be created must be ten or fewer, including the remainder of any parent parcel.
Application is to split join reconfigure parent parcels (check which applies)
Describe planned improvements (Use additional space on Page 2, if required)

Information for Applicants

City Land Development Code Section 4-4.1.B governs short-form subdivisions. It sets forth eight basic requirements for implementation of this part of the Code, all of which must be met—

- 1. The subdivision will produce ten (10) or fewer lots.
2. No additional improvements are proposed beyond those required by the Land Development Code.
3. Each lot will have direct access to an existing paved street with the frontage required for the zoning.
4. Existing streets will not be affected, except as applicant may be required to provide additional right of way in order to meet the minimum street design standards.
5. All lots will be serviceable by existing water and sewer lines, unless waived by the City.

- 6. The initial subdivision is not part of a larger subdivision, although it may be a replat of a single lot or multiple lots within a larger development.
- 7. The proposed lots meet all applicable Code requirements.
- 8. There are no special circumstances that exist so as to lead the City Engineer to determine that the proposed plat should not be handled through the short-form process.

Each application must include the following attachments:

____ Ten (10) copies of a sealed survey certified within the last 90 days identifying:

- (1) existing parcel and lot boundaries and dimensions;
- (2) proposed parcel and lot boundaries and dimensions;
- (3) area, in acres or square feet, of each resulting parcel or lot;
- (4) all existing structures;
- (5) all existing easements;
- (6) any designated wetlands;
- (7) 100-year flood zone boundary or a statement that the project area is outside that zone;
- (8) all adjoining rights of way; planned source of potable water (city or well) for each lot; and
- (9) sanitary sewer service (city or septic tank) for each lot.

Note that approval of this application does not constitute approval of the potable water supply or sanitary sewer service.

____ A metes and bounds description of the parent parcel(s).

____ Certification of Title and Encumbrances; i.e., attorney’s title opinion or title company certification.

____ If the Applicant is not the Owner, a notarized statement by Owner granting the right to Applicant to submit this application. (Use City Form 36.)

____ A copy of any restrictive covenants applying to the parent parcel(s).

____ Other information specified at the pre-application meeting. (List below.)

Additional Notes _____

Applicant’s Statement

This request is being made to divide and/or join property for the purpose of obtaining building permits or transferring ownership. I understand that any action to divide land will require concurrence of the City Engineer of the City of Ocoee and may require further approvals by other agencies. I understand that this application may take as long as eight (8) weeks to be reviewed by staff and a written response provided. I further understand that any request to alter lot or parcel boundaries is subject to the Ocoee Land Development Code, the City’s comprehensive plan, and other applicable ordinances and regulations. In the event that approval of this application is granted based on false information provided by the Applicant, Property Owner, or Surveyor, the City has the right to revoke the approval and any permits issued hereunder as a result of that false information, whether supplied through error or intent.

 Applicant’s Signature

 Date Signed



**City of Ocoee Development Services Department
Owner's Affidavit**

STATE OF _____

COUNTY OF _____

Before me, the undersigned personally appeared _____, who being first duly sworn on oath, depose(s) and say(s):

1. That they/she/he are/is the fee- simple owner(s) of the property legally described in this application and that the attached ownership list is made a part of the affidavit and contains the legal description(s) for the real property, and the names and mailing addresses of all owners having an interest in said land.

2. That they/she/he desire(s) (specify action sought for said property):

3. That they/she/he have/has appointed _____ (specify agent) to act as the Owner's Authorized Agent to represent the Owner in connection with the proposed action and the real property described in this application.

4. That they/she/he agree to be bound by the actions of the Owner's Authorized Agent designated in Paragraph 3 above and the Ocoee Land Development Code.

5. That they/she/he affirm(s), certify(ies), and will comply with all ordinances, regulations, and provisions of the City Code of the City of Ocoee, and that all statements and diagrams submitted herewith are true and accurate to the best of their/his/her knowledge and belief and further, that this application and attachments shall become part of the official records of the City of Ocoee, and are not returnable.

Owner's Signature

Sworn to or affirmed and signed before me on _____, _____, _____
Month Day Year

NOTARY PUBLIC or DEPUTY CLERK
[Print, type, or stamp commissioned name of notary or clerk to the left of signature]

Affiant is _____ Personally known; or produced identification _____
Type of identification produced