



LOT SPLIT PLAN APPROVAL APPLICATION

Development Services – Planning Division
150 N. Lakeshore Drive | Ocoee, FL 34761
Phone: 407.905.3157

Received Date – Office Use Only

For Splitting Up to Two (2) Lots from an Existing Parcel

Fee: \$500.00 (non-refundable)

For City Use Only

Project No. _____ Pre-app Conference 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 _____

Email Address _____

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

Name _____

Mailing Address _____

Telephone – Voice _____

Email Address _____

Reason for Application

Number of Parent Parcels _____ Number of Resulting Parcels _____ Acres

Note: Total number of parcels to be created must be two or fewer, not including the remainder of the parent parcel.

Application is to _____ split _____ join _____ reconfigure parent parcels (check which applies)

Describe planned improvements (Use additional space on Page 2, if required) _____

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Information for Applicants

City Land Development Code Section 4-4.2 governs lot splits. 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 three (3) or fewer lots, including the remainder of the parent parcel.
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 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 future larger subdivision, although it may be a replat of a single lot or multiple lots for parcels established by deed prior to July 1, 1991.
7. The proposed lots meet all applicable Code requirements.
8. There are no special circumstances that exist so as to lead the Development Review Committee to determine that the proposed plat should not be handled through the short-form process.

Each application must include the following attachments:

_____ Four (4) 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).

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

_____ 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.)

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

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OWNER'S AFFIDAVIT

STATE OF _____

COUNTY OF _____

Affiant, _____, who being first duly sworn on oath, deposes and says:

- 1. Affiant is the *(check one)* fee-simple owner of the property legally described in this application.
 (insert title) _____ of *(insert name of company)* _____ which entity is the fee-simple owner of the property legally described in this application.
- 2. A true and correct legal description for the property is attached to and made a part of this affidavit.
- 3. The attached ownership list contains the names and mailing addresses of all owners having an interest in the property described in this application.
- 4. The owner desires *(specify action sought for said property)*:

- 5. The owner has appointed *(specify agent)* _____ to act as the owner's authorized agent to represent the owner in connection with the proposed action and the property described in this application.
- 6. The owner agrees to be bound by the actions of the owner's authorized agent designated above.
- 7. Affiant affirms and certifies that Affiant, the owner's authorized agent and the owner will comply with all ordinances, regulations, and provisions of the City Code of the City of Ocoee, and that all applications, plans and documents submitted herewith are true and accurate to the best of the Affiant's, the owner's authorized agent's and the owner's knowledge and belief and further, that this affidavit and all applications, plans and documents submitted herewith shall become part of the official records of the City of Ocoee, and are not returnable.

Affiant's Signature

Sworn to or affirmed and signed by means of physical presence or online notarization on _____, 20__.

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

Affiant is personally known; or produced the following identification: _____.

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Affiant's Signature

Sworn to or affirmed and signed by means of physical presence or online notarization on _____, 20__.

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

Affiant is personally known; or produced the following identification:_____.

Affiant's Signature

Sworn to or affirmed and signed by means of physical presence or online notarization on _____, 20__.

NOTARY PUBLIC
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notary or clerk to the left of signature]

Affiant is personally known; or produced the following identification:_____.