



OSCEOLA COUNTY COMMUNITY DEVELOPMENT APPLICATION

Osceola County Board of County Commissioners
Community Development Department
1 Courthouse Square, Suite 1400
Kissimmee, Florida 34741
Phone (407) 742-0200 Fax (407) 742-0205

Application No: _____
Date Received: _____
DRC Meeting: _____
OSPC Meeting: _____
BOA Meeting: _____
BCC Meeting: _____

Submittal Type

- Administrative Waiver
- Comprehensive Plan Amendment
- Concurrency Management
- Dimensional Variance
- Conditional Use
- Easement Vacation
- Home Occupation
- Land Variance
- Land Clearing Permit
- Lot Split
- Noise Variance
- Planned Development
- Plat Vacation
- Re-aggregation
- Road R/W Vacation
- Site Development Plan
- Soil Excavation
- Preliminary Subdivision
- Final Subdivision
- Transfer of Development Rights
- Variance From LDC
- Zoning Map Amendment
- FEMA MT-1
- FEMA MT-2
- Flood Permit
- Floodzone determination/PRP
- Land Alteration
- _____

Applicant:

Name: _____
Firm: _____
Address: _____
Email: _____
Phone: _____ Fax: _____

Agent (Contact Person):

Name: _____
Firm: _____
Address: _____
Email: _____
Phone: _____ Fax: _____

Owner:

Name: _____
Firm: _____
Address: _____
Email: _____
Phone: _____ Fax: _____

Project:

Project Name: _____
Parcel ID No(s): _____

Total Acreage: _____
Site Address: _____
General Location: _____

Full Legal Description: Provide a complete legal description. Include the complete parcel number of the property as well as Plat Book and Page (if applicable) or attach a copy of the deed(s) of record for all lands within the project boundary. (Deeds of record are available from the County Clerk's office.) You may submit a digital CAD file of the boundary survey in AutoCAD or Micro station compatible format. If applicable include the street address.

Request:



Osceola County Lot Split (LS)

Application Package & Instructions
Osceola County Board of County Commissioners
1 Courthouse Square, Site 1400
Kissimmee, FL34741
Phone: (407) 742-0200 Fax: (407) 742-0205

This package is intended to provide you with the information necessary to complete an application for a Lot Split. The information requested to be a part of your application represents the minimum requirements for submittal under the Osceola County Land Development Code. You are encouraged to submit any additional information you feel necessary to enhance the reviewers' understanding of what is being proposed.

Following this page is a form which is intended to serve as the first several pages and/or the cover pages of your application. This form is available online, you are encouraged to take advantage of working directly on electronic copies of our form.

Following the application form is a Final Subdivision Checklist which lists all of the information required to be included with your application in order for it to be processed. **If staff determines within three business days the information submitted is not complete or in conformity with the checklist you will be advised and the application will not be scheduled for review until all information is received.** The requirements for this information can be found in the Osceola County Land Development Code. The Land Development Code can be viewed on our Website (www.osceola.org). You are encouraged to study the appropriate portions of the Code before proceeding with your application. You are also encouraged to use the outline of this checklist as your table of contents for your application. In that way, you will know that your packet contains all of the information required by the Land Development Code.

A Project Coordinator will work with you throughout the application process and will provide you with information about any meetings and public hearings that may affect your application. Our objective in this process is to make it as clearly understandable as possible so that you are able to secure all the approvals you seek in a timely manner.

Osceola County

Lot Split Application

Submittal Items

Please do not leave any blanks on this application.

GENERAL INSTRUCTIONS:

This application must be completed and submitted to the Development Review Department along with the required fee and additional information necessary to be considered for review.

Requirements for a LS Application can be viewed at <https://library.municode.com/fl/osceola/county/codes/landdevelopmentcode>

To assist you in determining information on the water/sewer facilities, you may want to contact your local provider.

GENERAL INFORMATION

- Sheet Size: 8 1/2" X 14"
- Title, Legend & Location Block, to be located in the lower right corner of the sheet
- Area Location Sketch (oriented in same direction as lotting scheme)
- Scale sufficient to show details and be legible for reproducing
- Section, Township, and Range of the subdivision
- Legal Description of Parent Parcel and lots being created
- The scale of the survey, north arrow, and the name, address and

General Information:

This application must be completed and submitted to the Development Review Department along with the required fee & additional information necessary for consideration by the Development Review Staff.

Project Name: _____
Contact Name: _____ **Phone:** _____
Contact Email: _____

Parcel # of original lot: _____
Physical Address: _____

Project Information:

Current Zoning District: _____ **Current Future Land Use:** _____
Current Use(s): _____

Water supply: Well _____ Utility _____ **Utility Provider Name:** _____
Method of Sewage Disposal: Septic _____ Utility _____ **Utility Provider Name:** _____

Name of Access Road(s):

Is the Road County Maintained Yes _____ No _____ Is the Road Paved

Check those items that apply and **show items on survey:**

	<u>yes</u>	<u>no</u>	<u>n/a</u>
• Property front on a paved road	_____	_____	_____
• Lake front lot (safe development line is shown)	_____	_____	_____
• Existing structure on property including all accessory structures	_____	_____	_____
• Drainage/utility easement shown on survey	_____	_____	_____
• Width of existing road shown on survey	_____	_____	_____
• Wetlands on property	_____	_____	_____
• Wells and/or Septic on property	_____	_____	_____

I certify that, to the best of my knowledge and belief, all information supplied with this application is true and accurate, and that I am:
 _____ owner of the property described herein
 _____ party to an agreement for purchase of the property (agreement attached)
 _____ an agent for the owner or purchaser of property (provide copy of authorization letter)

Authorized Signer: _____ **Date:** _____

Printed Name: _____ **Title:** _____
 Owner/Agent/Trustee/Corporation/Association ***Please list signature of all owners of the property.

telephone number of the surveyor

Parcel ID# and Owners name on the upper right or left hand corner of all pages

Legend defining all symbols and scale

Location of all Permanent Reference Markers (PRMs and Permanent Control Points (PCPs) in conformance with Florida Statutes

Data sufficient to readily determine and reproduce all lines

Right of Way lines, widths and name of all streets and roads

Lot numbers and block designations

Lot lines, bearings and lot dimensions

Location and width of canals and water ways

Show any wetlands on the property if applicable, the safe development line

The location of all existing or proposed easements provided for public use, service or utilities

Warranty Deed

Amount of Fee Submitted

\$ _____

LOT SPLIT APPLICATION PACKAGE REQUIREMENTS

_____ Community Development Application

_____ Lot Split Application completed and signed.

_____ **Authority:** The name of all parties having interest in the subject property, or certification that the applicant is authorized to sign the application as the agent pursuant to the Osceola Land Development Code, Chapter 2, Section 2.4. **All letters of authorization must be notarized.**

_____ **Legal Description:** A legal description of the subject property sufficiently detailed so as to locate said property on county maps or aerial photographs sufficient for recording in public records.

_____ **Parcel Number:** Include parcel number of subject parent property.

_____ **Area Location map:** The location of the subject property indicated on a Map or an aerial photograph. This map shall reference known major streets and geographic features with sufficient clarity as to be recognizable by the general public.

_____ **Existing State of the Parcel:** A map or visual display that depicts all existing structures, accessory structures, easements, rights-of-ways, platted roads, rights of ingress and egress, drainage easements, drainage swales, wells, septic systems, etc, and any other features existing on the land in question.

_____ **Affidavit:** If buildings or structures exist on the property, the applicant shall submit an affidavit that the buildings and structures will be removed or that the proposed use of the building, structures, and land is, or will be, in compliance with all applicable requirements of the Land Development Code.

_____ **Provide Proof of Ownership:** A copy of the tax bill or a print out from the Property Appraiser's is required along with a copy of the Warranty Deed.

_____ **Lot Split Sketch of Legal:** One copy of the Lot Split Sketch of Legal (8 ½" x 14" only), or submit electronically, The Lot Split Sketch of Legal shall consist of a fully executed and correct plat map, which meets All state and county standards and shall include all applicable sealed Lot Split Sketch of Legal will be required.

_____ **Application Fee:** Final Subdivision Plans - \$440.00

Please utilize the attached Lot Split (LS) Application Package & Instructions for additional information.

Lot Split (LS)

Application Package & Instructions

The following information is required to file a lot split application for review by Osceola County staff.

1. A completed and signed application.
2. The current owner of the property must sign the application or a written authorization for applicant or agent to apply in the owner's behalf must accompany this request.
3. Please provide parcel number of the property. This helps in confirming that your property has a zoning district that will permit a lot split and will meet required Zoning standards.
4. A copy of the warranty deed for the property must be submitted with the application.
5. Accompanying the application shall be two (2) copies of a signed, sealed boundary surveys drawn on 8 ½ X 14" format. The surveys shall include the following:
 - a. An area location map, indicating the property described in the legal description. Said map shall be sufficiently referenced to known major streets or other physical boundaries so as to be clearly identifiable to the general public.
 - b. Provide the Parcel ID # and Owners name on the upper right or left hand corner of all pages.
 - c. The scale of the survey, north point, and the name, address and telephone number of the surveyor.
 - d. The boundary lines of the lot being split or re-subdivided.
 - e. The proposed lot lines.
 - f. The legal description and size of parent parcel and each new lot.
 - g. The location of all existing or proposed easements provided for public use, service or utilities.
 - h. The street the property abuts and the width of any existing road right-of-ways adjacent.
 - i. The length and width of any right-of-way to be dedicated.
 - j. Show any wetlands on the property and, if applicable, the safe development line.
 - k. Show existing state of parcel. A map or visual display that depicts all existing structures, wells or septic system, fences, lot corners, accesses easements, right-of-way, platted roads, rights of ingress and egress, drainage easements, drainage swales, etc. and any other features existing on the land in question.
 - l. Any information which may be required as a condition of approval from previous actions by the Planning Commission and/or Board of County Commissioners.
 - m. Any and all applicable requirements promulgated for the practice of surveying by the Florida Board of Professional Surveyors and Mappers.
6. Lot splits having access on an unpaved, county maintained road may be authorized, provided the unpaved road is included within a County approved and funded paving project scheduled within the next calendar year
7. No property may be subdivided more than once per year.
8. Any structures existing on the lot must be shown and must remain accessory and incidental to the principal dwelling or principal use and cannot stand alone on a newly created lot.
9. Please be advised that all lot splits with Lake Frontage should contact the Osceola County Development Review Department at 407-742-0200, regarding the safe development line.
10. If you are not the owner of the property, an authorization letter from the owner is required.
11. The filing fee is **\$440.00**
12. Please be advised that in order to record the lot split in the official records we must confirm from the Tax Collector that all taxes due have been paid. The Development Review Department will request this letter on your behalf.

***The survey for a rural lot split may only show the homestead parcel's proposed lot lines in place of the above. A legal description for the parent tract must be submitted to function as a substitute for a survey submittal.

All applications and applicable information should be submitted to the Osceola County Development Review Department, 1 Courthouse Square, Suite 1400, Kissimmee, Florida 34741. Your lot split will be reviewed for completeness, minimal technical standards, access, land use, zoning, etc. You will be contacted if any questions or problems arise from this review. When the lot split has been approved, and confirmation has been received that current taxes are paid, one copy will be recorded with the Clerk of the Court in the Official Records of Osceola County, Florida. You will be notified that this process has been completed.

If you have any questions regarding the lot split process, please contact the Development Review Department at (407) 742-0200.