ORANGE COUNTY ZONING DIVISION
201 South Rosalind Avenue, 1st Floor, Orlando, Florida 32801
Phone: (407) 836-3111 Email: zoning@ocfl.net
Webpage: https://www.ocfl.net/Zoning

SUBSTANDARD LOT OF RECORD APPLICATION
ZONING DIVISION

The Zoning Division reviews applications for determinations of Substandard Lots of Record for parcels that do not meet the minimum lot requirements. This review is in accordance with Orange County Code Sec. 38 - 1401.

Parent Property Information:

Owner's Name: _____

Owner's Phone Number: _____

Owner's Email: _____

Applicant's Name: _____

Applicant's Phone Number: _____

Applicant's Email: _____

Project Address: _____

City/State/Zip: _____

Legal Description of the property: _____

_____

_____

_____

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_____

Parcel ID#: _____

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SUBMITTAL REQUIREMENTS:

- ☐ Completed application form.
- ☐ One (1) electronic copy in PDF format of subject lot's deed history dating back to October 7, 1957.
    - * A deed history is a collection of all the recorded deeds to the subject property, saved in chronological order in a PDF format.
    - * The PDF should be titled "[Insert Property Address] Deed History."
- ☐ One (1) electronic copy in PDF format of any neighboring lot's deed history dating back to October 7, 1957.
    - * Each neighboring property (if there are multiple) should have its own deed history saved in a separate PDFs titled "[Insert Property Address] Deed History."
- ☐ One (1) electronic copy in PDF format of a list of the subject property and the neighboring properties' legal owners dating back to October 7, 1957. This list shall be organized by property address in chronological order saved in a separate PDF titled "Ownership History."
- ☐ Non-Refundable application fee (Fee Directory)

SUBMITTAL REVIEW PROCESS:

1. Application and back up documentation should be submitted via email to Zoning@ocfl.net under the subject line "Substandard Lot of Record Request – [Insert Property Address]"
2. Application may take up to forty-five (45) days to review from date of payment.
3. Instructions on how to pay online through Fast Track Online Services will be sent via email once the application is entered into the system.