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

## Application – Lot Split/Plat Reversion/Lot Reconfiguration

The Zoning Manager reserves the right to determine whether this application is complete and accurate. Incomplete applications will not be processed and will be returned to the applicant. The processing time may take up to forty-five (45) days. Please be aware septic systems are not approved with this request. Contact the Health Department at 407-836-2600 for the ability to install septic systems on these proposed lots. Industrial zoned property (zoned or split after July 5, 1989) are not permitted on septic systems.

**Parent Property Information:**

Owner's Name: _____Applicant's Name:_____

Project Address: _____City/State/Zip: _____

Parcel ID(s)#: _____

_____

Owner's Number: _____Applicant's Number:_____

Owner's Email: _____ Applicant's Email: _____

Are there any existing/pending permits for the subject property? (No): __ (if Yes, indicate on survey): _____

Intended Use for Proposed Lot:_____

Commercial___ Agricultural___ Residential___ Single Family___ Duplex__ Mobile Home____

Overall Land Area: _____Will wells be used? _____ Is adjoining road paved? _____

Are septic tanks proposed? _____

How many total parcels proposed? (3 max): _____ for the purpose of (check one that applies): Lot Split_____ Plat Reversion _____; or Lot Reconfiguration_____

Total land area for each lot:

Lot 1)_____; Lot 2)_____; Lot 3) _____

Net developable land area* for each lot:

Lot 1)_____; Lot 2)_____; Lot 3)_____

Description of request:_____

_____

_____

*Net Developable Land area (aka Upland Area) is the total lot area minus any wetlands, or any natural surface waters such as lakes or ponds (land that is beyond the NHWE contour is not considered upland). This is also referred to as "high and dry" area.

Only non-submerged land that is landward of the NHWE is considered as upland area, and counted for purposes of meeting density and zoning requirements.

**SUBMITTAL REQUIREMENTS:**

☐ One (1) electronic copy of a sealed survey, to scale, with a north arrow, certified within 90 days, and identifying the following:

1. All existing structures, and their setbacks from all property lines;
2. Show all existing or proposed easements;
3. Identify wetland areas, include wetland line and acreage;
4. Identify the Normal High Water Elevation (NHWE) for any water bodies, and depict the location of the NHWE contour line;
5. Identify each lot's area - Total land area for each proposed lot, and net developable area for each proposed lot. See page 1 of this application for definition of net developable area.
6. Provide the legal descriptions of the parent tract and for each proposed lot;
7. Identify the 100-year flood elevation;
8. Label all adjoining rights-of-way;
9. Show the proposed lot lines and lot dimensions;
10. Designate the yards (i.e. front, rear, sides and side street) and annotate the yard designation on each lot of the approved survey and show the allowable building envelope;
11. If septic systems or wells are proposed, the survey must indicate where any existing septic tanks, drain fields, and wells are located; and
12. All residential lots shall comply with Sec. 38-1502, and all other applicable codes.

☐ In addition to the certified surveys, identification of any existing septic systems and wells within 75 feet of the parent tract's property lines shall be included (unless this separation can be accommodated entirely on the applicant's property). If proposed septic systems and well locations are known to the applicant, they too, shall be identified.

☐ All existing structures shall be shown on the survey with the use, square footage and setbacks of each structure identified.

All existing structures to remain must meet the required setbacks from any new lot line created through lot split, lot reconfiguration, or plat reversion.

For residential properties, any new lot created must be completely vacant, or contain a principal structure (dwelling unit). New lots created cannot solely contain accessory structures (such as sheds or pools). If any structures are shown on the survey submitted that do not meet setbacks, or are not permitted to remain, the application will be denied until such time as demolition permits have been completed, and updated surveys submitted.

- Authorization letters from the area's controlling utility provider shall be submitted verifying the availability (or non-availability) of central sewer and/or water services. Notarized Agent Authorization form is required, if applicant is not the owner of the property. Also, if there are multiple owners then a form is required for each individual or entity.
- A Non-Refundable application fee will apply to the following (Fee Directory):
  Plat Reversion
  Lot Split or Lot Reconfiguration: Single Family Residential Up to 3 lots
  Lot Split or Lot Reconfiguration: Commercial, Industrial, or Multi-family

Please note: More than 3 lots is considered a subdivision application and is required to be submitted to the Development Review Committee (DRC) office.

This request is to divide property for purposes of obtaining building permits or for transfer of ownership as required by Chapter 34 - Subdivision Regulations of the Orange County Code. The county zoning manager shall determine if a division of land constitutes a subdivision subject to this chapter. The owner of the property to be divided may appeal the manager's determination to the chairman of the Development Review Committee (DRC). The appeal must be submitted in writing within thirty (30) calendar days of the notification of the zoning manager's decision per Section 34-46(b). Submit letter outlining the details for the appeal and the appeal fee (Fee Directory) to the Zoning Division at Zoning@ocfl.net or 201 S. Rosalind Ave., Orlando, FL 32801.

I understand that any approval to divide land may require further approvals by applicable Orange County Departments and the Board of County Commissioners (BCC). I understand that this request may take up to forty-five (45) days for staff review and written response.

I understand that any request to divide land is subject to the Orange County Comprehensive Plan (CP), as amended, and all other applicable regulations and ordinances. In the event that approval of this application is granted based on false information provided by the property owner or authorized representative, the County reserves the right to revoke the approval and any permits issued as a result of the false information

Owner/Applicant's Signature_____

The foregoing instrument was acknowledged before me

this ___/___/___ by_____

who is personally known to me and who produced

_____ as

identification and who did/did not take an oath.

Notary's Signature _____

Date _____

Notary Printed _____

State of _____ County of _____

My commission expires:

_____

(SEAL)