



Minor Lot Split Sufficiency Submittal Checklist Section 14.11.01

The County may approve a Minor Lot Split of a legally created Lot that conforms to the requirements of the Land Development Regulations. A Minor Lot Split shall not be approved within a platted subdivision when such lot split changes the character of the subdivision, or where the lot split increases the density, beyond the general nature of the subdivision. An applicant for a Minor Lot Split shall have six (6) months from the date the application is submitted to the County to finalize the lot split. No extensions will be granted.

Initial Submittal

The County shall consider a proposed Minor Lot Split upon the submittal of the following materials:

- A completed application.
- Three (3) paper copies of the proposed Minor Lot Split sketched to scale, on paper not to exceed 11" x 17" in size, showing the proposed lot split with the original parcel shown with the boundary(ies) of each parcel being created identified.
- A sketch on a soil survey map with the boundary (ies) of each lot indicated. (Obtainable at US Department of Agriculture Service Center, 1725 David Walker Dr, Suite C, Tavares, FL (352) 343-4101.
- A parcel sketch on **(2)** aerial photos with the boundary (ies) of each lot indicated. (The **(2)** aerial photos may be obtained at the Lake County Public Works Department, 437 Ardice Avenue, Eustis, FL (352) 483-9000
- A statement indicating whether water and/or sanitary sewer service is available to the property.
- Current property record card for the subject property.
- Current warranty deed for the subject property.
- Federal Emergency Management Agency (FEMA) flood insurance map with property boundaries overlain. (A flood determination may be obtained at the Lake County Public Works Department, 437 Ardice Avenue, Eustis, FL (352) 483-9000
- Preliminary Lot Split review fee** – Growth Management \$150.00, Public Works \$165.00, and Lake County Environmental Health \$50.00, **Total - \$365.00**, Make check payable to Lake County Board of County Commissioners.
- You may pay with a debit or credit card, however, an additional fee equal to 1% of the transaction total will be added for the convenience of using a debit or credit card.
- For any further question or concerns please contact our office at phone: 352-343-9641 fax: 352-343-9767.

Standards

All Minor Lot Splits shall conform to the following standards:

1. Only two Lots may be created from the original legally created lot or lot of record. The total number of lots created shall include the original parcel. The original parcel shall be known as the parent parcel and those lots created out of the parent parcel shall not be entitled to another minor lot split.
2. Each Lot Shall either (1) front on a publicly maintained paved road and conform to the required minimum lot dimensions for the land use category and zoning district where the lots are located OR (2) contain a minimum of twenty (20) acres with at least one (1) acres of uplands AND front either on a publicly maintained clay road OR an easement meeting the following requirements:
 - Non-exclusive easement for ingress and egress, dedicated to the public for road, utility, and drainage purposes, if satisfying the criteria set forth in section 14.00.08, Land Development Regulations, and accepted by the BCC. However, a private easement may be permitted if it is determined that there is no need for a future road corridor.
 - Connect to a publicly maintained road.
 - Have a minimum width of fifty (50) feet.
 - Not obligate the County to maintain the easement.
 - Have road name signs installed in accordance with applicable County regulations.
 - Record deed restrictions that require the property owners to maintain the paved private road or easement. Such restrictions must be recorded prior to the recordation of the approved lot split.
3. If any lot abuts a publicly maintained road that does not conform to the right-of-way specifications provided or adopted by reference in these regulations, the owner may have to dedicate the required right-of-way

width necessary to meet with minimum design if satisfying the criteria set forth in section 14.00.08, Land Development Regulations.

4. Easements created pursuant to this section shall comply with the Federal Emergency Management Agency (FEMA) regulations and Lake County floodplain management regulations.
5. Flag lots are prohibited.
6. All other sections of the Land Development Regulations and requirements of the Comprehensive Plan shall apply.

Final Submittal

Prior to final approval, in addition to any other requirements the following shall be required:

1. Legal descriptions, acreage and square footage of the original and proposed lots together with the legal description of any existing or proposed lots together with the legal description of any existing or proposed easements shall be shown on a boundary survey prepared by a professional land surveyor registered in the State of Florida. In the event the proposed lot split contains parcels greater than forty (40) acres in size, a sketch of description for the land area containing such parcels shall be accepted instead of a boundary survey. However, a boundary survey shall be required for the land area containing parcels forty (40) acres or less in size. (Example: a fifty (50) acre parcel being split into a twenty (20) acre parcel and a thirty (30) acre parcel would require a boundary survey of the fifty (50) acre parcel, but a fifty (50) acre parcel being split into a forty-five (45) acre parcel and a five (5) acre parcel would only require a boundary survey of the five (5) acre parcel.) The survey or sketch of description must show:

- The overall legal description of the original parcel
- The legal description of each parcel created
- The legal description of all existing and created easements
- All existing structures
- The 100 year flood zone and elevation
- Acreage inside and outside of the jurisdictional wetland line and/or environmental easement

2. A title opinion of an attorney licensed in Florida or a certification by an abstractor or a title company dated through the date of final approval, showing all persons or entities with an interest of record in the property, including but not limited to, the record fee owners, easement holders, mortgage and lien holders. The report shall include the tax identification number(s) for the property and copies of all documents such as deeds, mortgages, etc., referenced in the title opinion.

3. **Capacity Encumbrance Letter Review** (select one from A-B) (optional)

- A. Capacity Encumbrance Letter- No Alternate Data- not submitting traffic study
 - Public Works- Storm water: \$30.00 (CELPWS)
 - Public Works- Transportation: \$450.00 (CELPWT)
 - Growth Mgmt Administration- Parks, SW \$110.00 (CELDM) \$590.00 _____
- B. Capacity Encumbrance Letter- Alternate Data- submitting traffic study
 - Public Works – Storm water: \$30.00 (CELPWSD)
 - Public Works- Transportation: \$915.00 (CELPWTD)
 - Growth Mgmt Administration- Parks, SW: \$110.00 (CELADMD) \$1055.00 _____

Minor Lot split fee of \$450 plus appropriate recording fees – average \$22.50.

Recordation

Upon approval of the minor Lot split, the County Shall record the minor Lot split on the appropriate maps and documents, and shall, at the Developer's expense, record the minor Lot split in the Public Records of Lake County.



MINOR LOT SPLIT APPLICATION

DATE _____

Minor Lot Split – divide a legally created lot into two (2) parcels (maximum).

Owner(s) of Property _____

Signature of Owner(s)

Name _____ Phone _____

Address _____
Street City State Zip Code

Name _____ Phone _____

Address _____
Street City State Zip Code

Representative Name _____ Phone _____

Address _____
Street City State Zip Code

Property information:

Section Township Range Alternate Key #
Property is: Vacant Improved
Size of property Acres Square Feet. Dimensions

Utilities: Property is serviced by central sewer septic system central water well
Is the property within 1,000 feet of a central sewer system?
Is the property within 500 feet of a central water system?

Frontage:

() County maintained road? Name Number
Paved Clay
() Easement? Length of easement Width

Property Information:

- 1. Is the subject property a Lot of Record? Yes No
2. Current Zoning Future Land Use designation
3. Has this property been granted a variance? If yes, Case #
4. Number of Lots being created:
5. Size of lots being created: Acres Square Feet
6. Is the property located in the Green Swamp ACSC? Wekiva RPA?
7. Have Impact Fees been prepaid? Yes No
8. Affordable Housing Projects: Estimated value of structure(s) and land for each lot. Structure(s):
\$ + Land \$ = \$. Project meets affordable housing expedited review criteria: Yes No

To be Completed by Staff Only

Zoning Division

Application # _____

Address # _____

Concurrency required? Yes _____ No _____

Preliminary review comments: _____

Development Review Staff sign-off/comments

Zoning Division: _____

Development Processing: _____

Environmental: _____

Addressing: _____

Environmental Health: _____

Public Works: _____

Right-Of-Way: _____

Access Management: _____

Stormwater Management: _____

Recording

Deed Restrictions: Recorded in ORB _____ Page _____

Easement: Recorded in ORB _____ Page _____

Affidavit: Recorded in ORB _____ Page _____

Mapping

Drawn on map by _____ Date _____

File name used _____