



Department of Growth Management

Minor Lot Split *Application Guide*

The County may approve a minor lot split (MLS) of a legally created lot that conforms to the requirements of the Land Development Regulations and Comprehensive Plan. A MLS 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 MLS 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.

The following items are need for the preliminary review:

- A completed application form.
- One copy (not to exceed 11" X 17" in size) of the proposed lot split, which shows the boundaries of the original parcel and each proposed parcel.
- A statement indicating whether water and/or sanitary sewer service is available to the property.
- A copy of a soil survey map with the boundaries of each lot drawn on it (a copy of a soil map can be obtained from our office).
- An aerial photo with the boundaries of each lot drawn on it (a copy of an aerial can be obtained from our office or on the Lake County website at lakecountyfl.gov under online maps).
- A copy of the current property record card for the subject property.
- A copy of the current warranty deed for the subject property.
- A copy of the Federal Emergency Management Agency (FEMA) flood insurance map with the property boundaries drawn on it (a copy of the map can be obtained from our office).
- The preliminary review fees are: Growth Management \$150.00, Public Works \$165.00, and Lake County Environmental Health \$50.00, Total - \$365.00, Please make the 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.

If the preliminary review is approved, you can move forward to the final review. The following items are needed for the final review:

- Boundary survey or sketch of description. In the event the proposed lot split contains parcels greater than 40 acres in size, a sketch description for the land area containing such parcels shall be accepted instead of a boundary survey. However, a boundary survey prepared by a professional land surveyor registered in the State of Florida shall be required for the land area containing parcels 40 acres or less in size. The survey must include and identify:
 - The overall legal description of the original parcel and proposed lots
 - The legal description of all existing or proposed easements
 - All existing structures
 - The 100-year flood zone and elevation
 - All surface water bodies
 - All wetlands and the amount of acreage inside and outside of the jurisdictional wetland line
- 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.

- In the case where a residence will be constructed on a FDE parcel, an affidavit shall be required from the ascending or descending relative indicating that he or she intends the residence will be their primary residence.
- Final review fee of \$450.

Recordation

Upon approval of the Minor Lot Split, the County shall record in the public records of Lake County the development order, at the applicant's expense. You will receive notification of the fee due for recording the documents.

Codes

If you would like to review the Codes that apply to Minor Lot Splits, they are available online at municode.com. Please navigate to the free online library, then to Florida, Lake County, Chapter XIV and finally to the Minor Lot Split Codes. You may also review these Codes at our office on the 5th floor of the round Administration Building at 315 West Main Street, Tavares, FL.

Questions

If you have any question please call our office at 352-343-9641 or email us at zoning@lakecountyfl.gov.