

**PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES**

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Planning: (386) 329-0491
Zoning: (386) 329-0316
Building: (386) 329-0307
Animal Control (386) 329-0396
Code Enforcement (386) 329-0317

TYPE II SUBDIVISION APPLICATION

1. Name of property owner(s): _____ Address(es)(Street, City, State, Zip): _____

2. 911 Address: (Street) _____
(City) _____ (State) _____ (Zipcode) _____
3. Parcel ID number(s): _____
4. Subdivision name: _____ (If applicable)
5. Driving directions to property from Palatka: _____

6. Current zoning: _____ Future Land Use designation: _____
7. Surveying Firm and Address: _____

8. Size of property to be covered by subdivision: _____ acres
9. Present Property Use: _____
10. Number of proposed lots: _____
(no more than six lots may be created by the division including the remaining parent track)
11. Prior zoning actions on this property (include case number): _____
12. Attach the following to the application form: (see instructions)
 - Application Fee
 - Certified Survey map to include the land descriptions and acreage or square footage of the original and proposed parcels
 - Agent Designation form with letter from the developer naming the developers designated representative; (if applicable)
 - Recorded Deed
 - Legal Description

NOTICE: Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit. If you desire to be present during the site visit, contact the Department to schedule the site visit. Denial or refusal to grant such access shall be grounds rejecting the application.

YOUR SIGNATURE BELOW REPRESENTS YOUR AGREEMENT TO PAY ANY FEES INCURRED FOR THIRD PARTY EXPERTS OR CONSULTANTS NECESSARY TO REVIEW AND ANALYZE TECHNICAL SUBMITTALS PROVIDED BY THE APPLICANT, INCLUDING BUT NOT LIMITED TO ENVIRONMENTAL ASSESSMENTS, HOUSING STUDIES, TRAFFIC STUDIES AND OTHER LEVEL OF SERVICE ANALYSES.

YOUR SIGNATURE BELOW AFFIRMS THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS APPLICATION IN ITS ENTIRETY.

10. Signature(s) of property owner(s):

Telephone Number(s):

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____ 20____, by _____.
(Print Name of Person(s) Acknowledging)

Signature of Notary Public

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification _____ Type of Identification Produced _____

Notary Stamp

AGENT DESIGNATION FORM

The applicant(s) does (do) hereby appoint and designate: _____

as agent in fact for the owner(s) of parcel(s): _____

To present an application for Development Review for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to the Putnam County Development Review Committee, and to respond and furnish all information and data requested by said Committee.

Print name of property owner(s):

Signature(s) of property owner(s):

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this _____ day of _____ 20____, by _____.

(Print Name of Person(s) Acknowledging)

Notary Stamp

Signature of Notary Public

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification _____ Type of Identification Produced

TYPE II SUBDIVISION APPLICATION AND REVIEW PROCESS

1. To insure efficiency of the application, it is recommended to have a lot inquiry letter issued by the department indicating that the parent parcel is eligible for a Type II subdivision.

The applicant must schedule a pre-application meeting with a Planner in the Department of Planning & Development Services to discuss the proposed subdivision. This application will not be accepted until such a meeting takes place and proof of same is provided by signature of the Planner verifying the date and time of such meeting in the space provided on the application.

2. Before proceeding to the next steps of the application, review the following requirements for a Type II Subdivision:

Article XII, Division 8 Sec. 45-1035 Requirements for Type II Subdivisions

Type II subdivisions may be approved in areas designated Agriculture I and Agriculture II in the Putnam County Comprehensive Plan when the following conditions are met:

- a. The subdivision shall conform to minimum lot size, lot dimension requirements, and density restrictions in the Putnam County Comprehensive Plan and Land Development Code.
- b. No more than six (6) lots may be created by the division, and no new lot resulting from the division shall be smaller than ten (10) acres. Provided, however, that one or more of the lots may be less than 10 acres in size if each and every lot meets the minimum lot size requirements of the zoning district, each of the lots will front on a road classified by the county as “local” or greater, the road fronting each lot meets the minimum design requirements under Article 7, Division 10 of this Code as determined by the Director of Public Works, and the overall density of the subdivision does not exceed a density of 1 unit per 10 acres. Nothing herein shall be read to allow a Type II Subdivision to exceed the maximum density of the applicable future land use category.
- c. All new parcels resulting from the division shall have frontage on a county-maintained road, and no roadway construction is proposed within the subdivision.
- d. The parent tract is not the result of a prior Type II subdivision or Lot Split under this Code.

Article XII, Division 8, Section 45-1042 Review of Type II Subdivisions

- a. Submittals: The Department shall consider a proposed Type II Subdivision upon the submittal of the following materials:
 1. A completed application form provided by the Department, which shall include land descriptions and acreage or square footage of the original and proposed parcels.

2. Five (5) copies of a scaled survey drawing showing the intended division signed and sealed by a Florida licensed surveyor in accordance with minimal technical standards. The survey shall clearly describe the parcels of land and any existing principal or accessory structures. The survey shall contain a notation in not less than 14 point type as follows: “Pursuant to County regulations, no land that is subject to this Type II subdivision may be further divided by way of the Putnam County lot split procedure in of article XII, division 9 the Putnam County Land Development Code.”
 - b. Procedure: The Department shall review an Application for a Type II subdivision and insure that all requirements of this Code have been met.
3. The applicant must complete and submit an application according to the instructions provided in this packet. The application may not be accepted unless the application is completed in full with all of the proper information and documentation.
4. Staff may conduct a site visit to the parcel that is the subject of the application. Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit. When only a piece of a larger parcel is subject to the subdivision, such a site visit includes the entire parcel and not just the portion that is the subject of the subdivision. Such site visits will be conducted during regular business hours (8:30 am to 5:00 pm Monday through Friday). The purposes of the site visit is to verify information submitted with this application and complete an analysis of the proposed subdivision for consistency with the Comprehensive Plan and compliance with the Land Development Code and other relevant County Ordinances. Denial or refusal to grant such access shall be grounds for rejecting the application.

Subdivision Type II – Pre-application requirements:

- a. Applicant shall prepare and submit to the Department one (1) copy of the application and application submittals as follows.
- b. A letter from the developer naming the developer’s designated representative if such a person is to represent the developer in matters concerning the application.
- c. The legal description of the parent tract, if any, from which the subdivision property was taken.
- d. A certified survey map showing the proposed layout of the subdivision, including location of lots, location of roads and drainage, and the location of areas of special flood hazard, wetland areas and any areas of environmental or archeological significance.

INSTRUCTIONS

ITEM #1: The owner(s) must list their name(s) and address(es) in ITEM #1. The applicant(s) *must be the property owner(s)*.

ITEM #2: The parcel identification number for the property is on your tax notice or can be obtained from the Property Appraisers Office or Planning & Development Services.

ITEM #3: Provide the subdivision name, unit, block and lot, if the subject property is part of a subdivision. If not, print N/A in the space provided.

ITEM #4: Provide driving directions using road numbers, street names, and distances.

ITEM #5: Provide the future land use designation and zoning classification (this information is available at the Department).

ITEM #6: Provide the survey company name, phone number, address, and contact person.

ITEM #7: Provide the acreage of the total area within the proposed subdivision.

ITEM #8: Provide the present property use, proposed lot sizes and proposed lot dimensions.

ITEM #9: Provide the number of proposed lot in the subdivision

ITEM #10: Provide information regarding the water/sewer; as to who will install and who will maintain.

ITEM #11: If a prior rezoning, special use permit or variance application has been submitted for the property, print YES and provide the case number(s). If none, print NO.

ITEM #12: Each of the following items must be submitted with the application:

APPLICATION AND OTHER FEES are established by the Putnam County Board of County Commissioners. Fees are subject to change at any time by resolution of the Board of County Commissioners.

IN ADDITION TO THE APPLICATION FEE, YOU WILL BE RESPONSIBLE FOR PAYMENT OF ANY FEES INCURRED FOR THIRD PARTY EXPERTS OR CONSULTANTS NECESSARY TO REVIEW AND ANALYZE TECHNICAL SUBMITTALS PROVIDED BY THE APPLICANT, INCLUDING BUT NOT LIMITED TO ENVIRONMENTAL ASSESSMENTS, HOUSING STUDIES, TRAFFIC STUDIES AND OTHER LEVEL OF SERVICE ANALYSES.

CERTIFIED SURVEY – The survey map must show the proposed layout of the subdivision, including location of lots and size, location of open/common area, location of roads and drainage, and the location of flood hazard and wetland areas.

AGENT DESIGNATION FORM - This must be submitted at the time of application. Please note that the notarized signatures of the owner(s) and the agent are required on this form. The owner(s) signatures must be the same as in ITEM #12 on the instructions provided in the application form.

RECORDED DEED - A copy of the recorded deed to the property involved in the request must be provided.

LEGAL DESCRIPTION - A legal description showing the land descriptions and acreage or square footage of the original and proposed parcels must be provided on the survey.

All owners of record must sign the application. If all owners are unable to appear before the same notary public, then a duplicate completed application must be signed by each owner and notarized. All signatures submitted must be originals. If the owner is a corporation or a business entity, all officers/partners must sign, or one officer may sign if written proof in a form acceptable to the Department is provided establishing that the one person has been delegated authority to represent the corporation or business entity.

DO NOT WRITE BELOW THIS PAGE

-THIS PAGE IS FOR OFFICE USE ONLY -

Pre-application Meeting Verification: Date: _____ Time: _____ am/pm

Staff Signature: _____

Staff Sufficiency Review Comments:

1. Submittals Check List:

___ Application Fee	___ Completed Concept Plan (if applicable)
___ Completed Application form	___ Agent Designation form (if applicable)
___ Recorded Deed	___ Legal Description

2. Property is currently/proposed to be serviced by:

central sewer ___ package treatment plant ___ septic tank ___
central water ___ public supply well ___ private well ___

Health Department

Comments: _____

_____.

3. Case Number: _____

4. Special

Comments: _____

Reviewed by: _____ Date: _____