

**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

**LOT SPLIT APPLICATION**

**A STAFF SIGNED LOT INQUIRY LETTER IS REQUIRED  
WITH SUBMISSION OF THIS APPLICATION**

PROPERTY OWNER NAME(S): \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_

911 ADDRESS: (Street) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zipcode) \_\_\_\_\_

FUTURE LAND USE DESIGNATION(S): \_\_\_\_\_

ZONING(S): \_\_\_\_\_

CURRENT USE(S): \_\_\_\_\_

DATE PARCEL CREATED: \_\_\_\_\_

PARCEL SIZE: \_\_\_\_\_

SUBDIVISION (name & number) \_\_\_\_\_

REQUIRED SET BACKS: Front ( ) Side ( ) Rear ( ) Corner ( ) Water ( )

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**FLOOD HAZARD DETERMINATION**

FLOOD ZONE: \_\_\_\_\_ BASE FLOOD ELEVATION: \_\_\_\_\_

FIRM MAP #: \_\_\_\_\_ REVIEWER: \_\_\_\_\_

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**BELOW TO BE COMPLETED BY APPLICANT(S):**

Please indicate if the following utility services are available to the site:

Central Water \_\_\_ YES \_\_\_ NO

Central Sewer \_\_\_ YES \_\_\_ NO

*\*A verification letter from the appropriate utility is required if any proposed parcel is less than 1 acre. Please note that zoning and future land use also determine minimum lot size.*

Signature of Applicant(s):

Contact Information:

\_\_\_\_\_  
(Sign)

Phone: \_\_\_\_\_

\_\_\_\_\_  
(Print)

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Sign)

Phone: \_\_\_\_\_

\_\_\_\_\_  
(Print)

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## LOT SPLIT CHECKLIST

Please complete the checklist below and submit it with the application. Staff will use this to check for completion of application requirements.

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<u>Applicant</u>	<u>Staff</u>	<u>N/A</u>	<u>Item</u>
<input type="checkbox"/>	<input type="checkbox"/>		Application Complete, Correct, & Notarized
<input type="checkbox"/>	<input type="checkbox"/>		Lot Inquiry Letter (Case # _____)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family/Residential Exception Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application Fee Paid in Full
<input type="checkbox"/>	<input type="checkbox"/>		Current Survey, 5 sealed copies (16.5 X 22.5)
<input type="checkbox"/>	<input type="checkbox"/>		Current Survey, 1 sealed copy (8.5 X 11)
<input type="checkbox"/>	<input type="checkbox"/>		Survey Depicts Requirements 5.a.
<input type="checkbox"/>	<input type="checkbox"/>		Legal Descriptions Provided on the Survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meet Zoning Requirement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 Acre Lot Minimum (Well & Septic)
<input type="checkbox"/>	<input type="checkbox"/>		No Further Division Clause 5.g
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey Depicts Flood Zone
<input type="checkbox"/>	<input type="checkbox"/>		Current Deed

## **LOT SPLIT INSTRUCTIONS**

### **ELIGIBILITY**

Article 12, Division 9, Section 45-1051 of the Land Development Code provides for review and approval of lot split, which shall include any of the following:

1. The division of a single platted lot or other parcel into two (2) parcels (including the creation of two lots pursuant to a density exception in the comprehensive plan); or
2. Any conveyance of an illegal or nonconforming parcel(s), as determined by the Department, to adjust or settle a common boundary line between adjoining property owners in accordance with the following conditions:
  - a. The purpose of the conveyance is to settle boundary disputes, correct encroachments, or otherwise resolve conditions which are illegal, nonconforming or deemed by the Director of Planning and Development Services to be undesirable under this Code;
  - b. A deed, or other conveyance instrument, shall be recorded in the Official Records of Putnam County;
  - c. The grantee of the conveyance shall combine the conveyed parcel with their original parcel under a single parcel identification number in the records of the Putnam County Property Appraiser; and
  - d. Upon completion of the conveyance transaction, the resulting adjoining parcels shall conform to all dimensional and frontage requirements of this Code, or shall result in greater conformance with this Code, as determined by the Director of Planning and Development Services.
3. Any division of land for the purpose of conveyance to any Federal, State or local government entity or public utility provided the instrument is accepted by the grantee and recorded in the Official Records of Putnam County;
4. Any conveyance (i.e. corrective deed) necessary to correct an error made in the language used in an earlier conveyance for the purpose of resolving land title issues;
5. Any division of land by order of a court of competent jurisdiction; and
6. Any Lot Split done according to the requirements of Article 12, Division 9 of this Code.
7. Any parcel that contains 30 acres or greater. No permanent structures may be erected on the parcel unless the access roads and drainage are determined to be acceptable by the Public Works Director. No such creation of a lot 30 acres or greater in size shall be exempt under this section if it results in the remainder of the parcel being subdivided having less than 30 acres.

Section Article 12, Division 9, Section 45-1052 of the Land Development Code provides standards and restrictions for **ALL** lot split, which shall include any of the following:

1. Each new parcel shall conform to the requirements of this Code, including the applicable zoning district regulations.
2. Each new parcel shall abut a public or private street (except as may be otherwise provided by this Code) for the required minimum lot width. If the original parcel has sufficient frontage on a road to provide the minimum frontage and lot width for two lots, both new parcels shall take access from that road, unless otherwise approved by the Public Works Director.
3. If any new parcel abuts a street right-of-way that does not conform to the design specifications provided in this Code, the owner shall be required to dedicate to the County one-half the right-of-way width necessary to meet the minimum design requirements unless otherwise waived by the Public Works Director.
4. The division shall not increase the density of the subdivision, unless it results in a density that is allowed under the applicable future land use designation or the division is done through a valid and previously approved density exception.

**Restriction: No further division of a parcel created by a Lot Split shall be permitted under this Section unless a Subdivision is approved by the Board of County Commissioners.**

### **THE PROCESS**

1. Call Planning Staff at (386) 329-0491 about your interest in a lot split application.
2. The applicant is responsible for all required information (please carefully review application requirements on page 4).

**All applications for Lot Split are required to have a Lot Inquiry letter issued by the Department indicating that the parent parcel is eligible for a lot split (Article 12, Division 9, Section 45-1051 of the Land Development Code).**

**All application fees are non-refundable.**

3. The application and surveys are sent to the following for review:
  - a. The County Surveyor
  - b. The Property Appraiser
  - c. The Department of Health (Septic & Well)
  - d. Planning Staff
  - e. Flood Plain Manager (If applicable)
4. The above entities will conduct their review and provide comments if necessary. If comments are provided the applicant must remedy the issues for the application to be

approved. If there are no comments or all comments have been remedied, then the application is approved.

5. Once the lot split application has been approved by staff, it is the applicant's responsibility to ensure new deeds have been recorded in order for the new parcels to become legal for development purposes.

## **REQUIREMENTS**

Lot split application completed and notarized (we have notaries at the office). The application must have the notarized signatures of **ALL** property owners of record.

1. Complete, correct, and notarized application.
2. Completed Lot Inquiry letter
3. Family Member Density Exception or Limited Density Residential Exception completed and notarized. (If Applicable)
4. Application fee. See fee schedule.
5. Current Survey, 5 sealed copies (16.5 by 22.5 minimum) and 1 sealed copy (8.5 by 11).
  - a. Survey of entire property depicting all existing improvements (e.g. structures, sheds, septic tank, drain field, well, etc.) to verify conforming setbacks from existing and new lot lines.
  - b. The proposed division of the property must meet zoning district requirements and be consistent to the requirements of the Comprehensive Plan (For example: if property is zoned Agriculture, the proposed lots must have a width of 150 feet)
  - c. There is a 1 acre minimum if properties are serviced by private well and septic systems regardless of zoning. The legal descriptions of the parent (existing) parcel(s) and the new parcels must be on the surveys. The legal descriptions must include reference to any and all easements providing access to or otherwise affecting the parcels. Official Records (OR) or Deed Book number and page must be provided for the parcel(s) to be divided.
  - d. Flood hazard noted and depicted on survey if a property is in a flood zone.
  - e. All requested information must be on the surveys and not attached to the survey. If necessary the survey size may be increased to a maximum of 24" X 36" and/or additional sheets (i.e. Sheet 1 of 2, Sheet 2 of 2) may be added.
  - f. Each newly created lot must have frontage on a county maintained road or recorded easement (Development Design and Improvement Standards in the LDC).
  - g. The following clause must be on the surveys: ***"Pursuant to County regulations, this land may not be further divided by way of the Putnam County lot split procedure in Article 12, Division 9 of the Land Development Code"*** in not less than 14-point type.
  - h. Once the lot split application has been approved by staff, it is the applicant's responsibility to ensure new deeds have been recorded in order for the new parcels to become legal for development purposes.