

**PUTNAM COUNTY  
PLANNING & DEVELOPMENT SERVICES**

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Building: (386) 329-0307  
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Code Enforcement (386) 329-0317

**LOT INQUIRY REQUEST FORM**

DATE: \_\_\_\_\_

NAME: (Print) \_\_\_\_\_

MAILING ADDRESS: (Street) \_\_\_\_\_

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

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

*All formal written responses will be emailed to the above email address, unless otherwise requested. Please check this box if you wish to receive a physical copy of the response letter:* ☐

**PROPERTY INFORMATION SUBJECT TO INQUIRY:** (Only two adjacent parcels per request)

PARCEL #: \_\_\_\_\_

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

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

**Please Check Reason(s) for Inquiry:**

☐ Buildability Inquiry

☐ Other: \_\_\_\_\_

☐ Lot Split Inquiry

**Brief Description of Intentions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Planning staff will review the request and research the property. Staff will reply with a written determination. Please understand that this is not a formal application, it is a request for information. The Lot Inquiry Fee is determined by the Board of County Commissioners (BOCC) and is subject to change. **Make checks made payable to the "BOCC".** An answer to your request will be provided as soon as possible. Depending on workload, this response may take several weeks to complete.

Signature: \_\_\_\_\_