

# Lot Aggregation/Reconfiguration Application



**CITY OF OVIEDO**  
**400 Alexandria Boulevard**  
**Oviedo, Florida 32765**

**Application No.** \_\_\_\_\_

**Date Received** \_\_\_\_\_

Phone: (407) 971-5779

**Pre-application Meeting Date** \_\_\_\_\_

## Submittal Checklist

Completed application and fee

Check if Lot Aggregation

Check if Lot Reconfiguration  
(provide written explanation of  
request)

If the applicant is not the owner, a  
notarized letter of authorization shall  
be submitted with the application

Survey for each lot (original  
parcel and each proposed parcel)  
with the Legal Description. Each  
survey sheet shall be recordable at 8  
1/2 x 11 or 8 1/2 x 14 inches in size.

Proof of Ownership (a copy of  
the print out from Property  
Appraiser's website.)

Electronic Copy of development  
plan and surveys for original parcel  
and proposed parcels

Cross-Access Easement  
Agreement (if required)

Application Fee \$ \$1,859.00

Tech Fee \$ 250.00

Recording Fees are paid by the  
Applicant upon application approval  
and issuance of the Affidavit.

If exempt under FS119.071 or FS493.6122 or FS741.3165 or FS741.4651, please fill out  
Request for Redaction of Exempt Personal Information from Public Records form.

### Applicant

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: *Street Address* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_

Email: \_\_\_\_\_

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

### Property Owner

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: *Street Address* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_

Email: \_\_\_\_\_

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

### Consultant

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: *Street Address* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_

Email: \_\_\_\_\_

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

Attach a verified statement including the names of each individual having a legal/equitable owner-  
ship interest in the subject property. For publicly held corporations, names and addresses of the cor-  
poration, principal executive officers and any majority stockholders will be sufficient.

**\*PLEASE NOTE: UPON RECEIPT OF THE FINAL APPROVED AFFIDAVIT FROM CITY OF OVIEDO THE  
PROPERTY OWNER MUST PROVIDE SEMINOLE COUNTY PROPERTY APPRAISER'S OFFICE A COPY  
OF THE AFFIDAVIT ALONG WITH THEIR "REQUEST FOR PARCEL SPLIT OR COMBINATION FORM"  
WHICH CAN BE FOUND ON THEIR WEBSITE AND SUBMITTED VIA E-MAIL OR TAKEN TO THEIR  
OFFICE AT 1101 E. FIRST STREET, SANFORD FL 32771.**

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## Project Information

1) **Development Plan.** The Development Plan shall be drawn to a reasonable scale and shall contain the following information:

- a) Name and address of the applicant and/or property owner
- b) Legal Address of the property
- c) Parcel ID Number (s)
- d) Current zoning and land use designation
- e) Scale of the drawing
- f) North Arrow
- g) Location map to scale showing the relationship between the proposed property for development and surrounding public roads and public facilities
- h) Name, location and right-of-way width of all existing streets which abut the proposed reconfiguration lots, and location of existing driveways and median openings in the vicinity.
- i) Location and type of existing easements on the property.
- j) Total acreage of the original parcel (s).
- k) Lot layout showing location and dimensions of the original lot and all proposed lots as follows: Separate survey sheets for the original tract (s), and each lot to be created from the proposed reconfiguration. Each separate survey sheet for each lot resulting from the original tract (s) (original tract, lot one, lot two, etc.) shall contain the legal description of the particular lot. Each survey sheet shall be recordable at 8 1/2 by 11 or 8 1/2 x 14 inch size.
- l) Legal description and dimensions of the parent lot and all proposed lots.
- m) Adequate soil type and drainage information so that determination may be made of suitability of lots for building construction and septic tank use.
- n) Topography (as delineated by the United States Geological Survey Maps will be adequate).
- o) Indicated flood elevation for the 100-year flood as established by the United States Geological Survey Map series entitled, "Map of Flood Prone Areas," or the Department of Housing and Urban Development "Flood and Floodway Boundary Map."

2) **Additional Data.** The City of Oviedo may require additional information and data to ensure conformity with the requirements of other applicable laws or ordinances.

The application must adhere to the City of Oviedo Land Development Code and other applicable regulations. The application will not be accepted without a complete package. If the applicant is someone other than the property owner, a Power of Attorney signed by the property owner, which authorizes the applicant to apply for this specific purpose at this specific location, must be attached to the application.

I hereby certify to the best of my knowledge and belief that all information submitted with this application is true and accurate.

- Owner of record for the property described herein.
- Authorized Agent (attached)

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Signature

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Date

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Name and Title (printed or typed)

# Lot Aggregation/Reconfiguration Application

## Application Instructions

The instructions are intended to provide you with the information necessary for completing an application for a Lot Aggregation/Reconfiguration. The information requested to be part of your application represents the minimum requirements for submittal.

### **Sufficiency Review**

The Applicant is required to complete all parts of this application properly and completely in order for Staff to begin processing the application. If the Staff determines within 2 business days that the application is not sufficient, you will be notified by email and the application will not be reviewed for compliance. Once the application is sufficient, staff will notify you by email and the application will move into Compliance Review upon receipt of additional sets of the surveys.

### **Compliance Review**

The project Planner assigned to the application, City staff from other departments, City Surveyor and City Attorney will review the completed application for compliance with the Land Development Code within the following review days (calendar days):

1st Compliance Review- 28 days  
2nd Compliance Review- 21 days  
3rd Compliance Review- 14 days (Applicants shall pay 50% of application fee)

### **Approval**

If the application is compliant, the project Planner will request original signed and sealed surveys and prepare the non-statutory subdivision affidavit to be recorded within fourteen (14) days of signature by the Land Use Administrator. The applicant shall pay the recording costs of the affidavit.

**The applicant must contact the Seminole County Property Appraiser for obtaining new parcel ID numbers.**

**Progress Conferences:** At any time during the review process, the Applicant may request a Progress Conference with the Land Use Administrator. Progress Conferences are encouraged and may assist in expediting the approval of the site development order application. Progress conferences are scheduled on Thursdays of each week.

**Abated Application:** An application shall be abated when no activity occurs for six (6) consecutive months. The Land Use Administrator shall issue a Notice of Abated Application to the Applicant. Any submittal after the issuance of a Notice of Abated Application shall require the payment of an Abated Application fee and must comply with any amendments to this LDC, the *Engineering Standards Manual*, or Fire Prevention Code adopted after the last review of the application.

**Abandoned Application:** An application shall be abandoned when no activity occurs for twelve (12) consecutive months. The Land Use Administrator shall issue a Notice of Abandoned Application to the Applicant. Any submittal after the issuance of a Notice of Abandoned Application shall constitute a new application.

**Effect of Affidavit on Successors and Assigns:** Lot Aggregation/Reconfiguration Affidavits are transferable. However, so long as the land or any portion thereof covered under the affidavit continues to be used for the purposes for which it was issued, then no person (including successors and assigns of the person who obtained the Lot Aggregation/Reconfiguration) may make use of the land except in accordance with the conditions and requirements of the affidavit. The provisions of the affidavit run with and burden the real property to which it relates until release or amended in accordance with formal action of the City.

**Amendment to an Approved Lot Aggregation/Reconfiguration:** An application to amend an approved Lot Aggregation/Reconfiguration shall be processed and reviewed in the same manner as the application for the approved Lot Aggregation/Reconfiguration .