

Non-Statutory Subdivision Application

(Lot Split)



CITY OF OVIEDO
400 Alexandria Boulevard
Oviedo, Florida 32765

Phone: (407) 971-5796

www.cityofoviedo.net

Application No. _____

Date Received _____

Pre-application Meeting Date _____

Submittal Checklist

Application and supporting documents may be submitted electronically.

___ Completed application and fee

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

___ Survey for each lot (parent parcel and each proposed lot) with the Legal Description.

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

___ **Application Fee**
\$1,859.00 plus

___ **Tech Fee \$250.00**

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

Applicant

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.

Name: _____

Firm: _____

Address: _____

Email: *Street Address* *City* *State* *Zip*

Phone: _____ Fax: _____

Property Owner

Name: _____

Firm: _____

Address: _____

Email: *Street Address* *City* *State* *Zip*

Phone: _____ Fax: _____

Consultant

Name: _____

Firm: _____

Address: _____

Email: *Street Address* *City* *State* *Zip*

Phone: _____ Fax: _____

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

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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
 - d) Current zoning and land use designation.
 - e) Scale of the drawing.
 - f) North Arrow.
 - g) Location map 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 subdivision, and location of existing driveways and median openings in the vicinity.
 - i) Location and type of existing easements on the property.
 - j) Total acreage to be divided.
 - k) Lot layout showing location and dimensions of the parent lot and all proposed lots as follows: Separate survey sheets for the parent tract, and each lot to be created from the parent tract. Each separate survey sheet for each lot resulting from the subdivision (parent 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)

Signature Date

Date

Name and Title (printed or typed)

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Application Instructions

The instructions are intended to provide you with the information necessary for completing an application for a Non-Statutory Subdivision (Lot Split). 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: Non-Statutory Subdivision 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 site development order) 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 Non-Statutory Subdivision: An application to amend an approved non-statutory subdivision shall be processed and reviewed in the same manner as the application for the approved non-statutory subdivision.