



# Office of Planning and Zoning

## Minor Lot Split Application

The County may approve a minor lot split (MLS) of a legally created lot that conforms to the requirements of the Land Development Regulations and Comprehensive Plan. A MLS shall not be approved within a platted subdivision when such lot split changes the character of the subdivision, or where the lot split increases the density, beyond the general nature of the subdivision. An applicant for a MLS shall have six (6) months from the date the application is submitted to the County to finalize the lot split. No extensions will be granted.

### **The following items are need for the preliminary review:**

- A completed application form.
- One copy (not to exceed 11" X 17" in size) of the proposed lot split, which shows the boundaries of the original parcel and each proposed parcel.
- A statement indicating whether water and/or sanitary sewer service is available to the property.
- A copy of a soil survey map with the boundaries of each lot drawn on it (a copy of a soil map can be obtained by visiting <https://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx>).
- An aerial photo with the boundaries of each lot drawn on it (an aerial can be obtained from our office or on the Lake County website at [lakecountyfl.gov](http://lakecountyfl.gov) under online maps).
- A copy of the current property record card for the subject property.
- A copy of the current warranty deed for the subject property.
- A copy of the Federal Emergency Management Agency (FEMA) flood insurance map with the property boundaries drawn on it (a flood determination can be obtained at Public Works).
- The preliminary review fees are: Office of Planning & Zoning \$150.00, Public Works \$165.00, Lake County Environmental Health \$50.00 and Office of Public Safety Support \$51.00, Total - \$416.00. Please make the check payable to Lake County Board of County Commissioners. You may pay with a debit or credit card, however, an additional fee equal to 1% of the transaction total will be added for the convenience of using a debit or credit card.

### **If the preliminary review is approved, you can move forward to the final review. The following items are needed for the final review:**

- Boundary survey or sketch of description. In the event the proposed lot split contains parcels greater than 40 acres in size, a sketch description for the land area containing such parcels shall be accepted instead of a boundary survey. However, a boundary survey prepared by a professional land surveyor registered in the State of Florida shall be required for the land area containing parcels 40 acres or less in size. The survey must include and identify:
  - The overall legal description of the original parcel and proposed lots
  - The legal description of all existing or proposed easements
  - All existing structures
  - The 100-year flood zone and elevation
  - All surface water bodies
  - All wetlands and the amount of acreage inside and outside of the jurisdictional wetland line
- A title opinion of an attorney licensed in Florida or a certification by an abstractor or a title company dated through the date of final approval, showing all persons or entities with an interest of record in the property, including but not limited to, the record fee owners, easement holders, mortgage and lien holders. The report shall include the tax identification number(s) for the property and copies of all documents such as deeds, mortgages, etc., referenced in the title opinion.
- Final review fee of \$450.

**Recordation**

Upon approval of the Minor Lot Split, the County shall record in the public records of Lake County the development order, at the applicant's expense. You will receive notification of the fee due for recording the documents.

**Codes**

If you would like to review the Codes that apply to Minor Lot Splits, they are available online at [municode.com](http://municode.com). Please navigate to the free online library, then to Florida, Lake County, Chapter XIV and finally to the Minor Lot Split Codes. You may also review these Codes at our office on the 5<sup>th</sup> floor of the round Administration Building at 315 West Main Street, Tavares, FL.

**Questions**

**If you have any question please call our office at 352-343-9641 or email us at [zoning@lakecountyfl.gov](mailto:zoning@lakecountyfl.gov).**



# Office of Planning and Zoning

## Minor Lot Split Application

Date \_\_\_\_\_

**A Minor Lot Split** divides a legally created lot into two (2) parcels

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Owner's Email Address \_\_\_\_\_

**Signature of Owner** \_\_\_\_\_

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

**Signature of Owner** \_\_\_\_\_

**Representative Name** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Representative's Email Address \_\_\_\_\_

**Property information:**

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Alternate Key # \_\_\_\_\_

The property is vacant  Improved

What is the size of property: \_\_\_\_\_ Acres \_\_\_\_\_ Square Feet \_\_\_\_\_ Dimensions

**TO BE COMPLETED BY STAFF ONLY**

**File#** \_\_\_\_\_ **Address #** \_\_\_\_\_ **Project#** \_\_\_\_\_ **AR#** \_\_\_\_\_

**Property Information:**

1. Is the subject property a Lot of Record? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Current zoning \_\_\_\_\_ Future Land Use Category \_\_\_\_\_
3. Has this property been granted a variance in the past? \_\_\_\_\_ If yes, Case # \_\_\_\_\_  
What was the variance for: \_\_\_\_\_
4. Number of lots being created: \_\_\_\_\_
5. Size of lots being created: \_\_\_\_\_
6. Is the property located in the Green Swamp ACSC? \_\_\_\_\_ Wekiva RPA? \_\_\_\_\_
7. Have impact fees been prepaid? \_\_\_\_\_
8. Affordable Housing Projects: Estimated value of structure(s) and land for each lot.  
Structure(s): \$ \_\_\_\_\_ + Land \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Project meets affordable housing expedited review criteria: \_\_\_\_\_

**Utilities:** Property is serviced by: \_\_\_\_\_

Is the property within 1,000 feet of a central sewer system: \_\_\_\_\_

Is the property within 300 feet of a central water system: \_\_\_\_\_

**Road Frontage:** Name of County-maintained road: \_\_\_\_\_ Number \_\_\_\_\_

Is the County-maintained road paved or clay: \_\_\_\_\_

Name of Easement: \_\_\_\_\_ Width \_\_\_\_\_

**Is Concurrency required:** \_\_\_\_\_

**Preliminary review comments:** \_\_\_\_\_

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

**TO BE COMPLETED BY STAFF ONLY**

Development Review Staff sign-off/comments

Office of Planning and Zoning: \_\_\_\_\_

Environmental: \_\_\_\_\_

Addressing: \_\_\_\_\_

Environmental Health: \_\_\_\_\_

Public Works: \_\_\_\_\_

Right-of-Way: \_\_\_\_\_

Access Management: \_\_\_\_\_

Stormwater Management: \_\_\_\_\_

Recording:

Development Order: Recorded in ORB \_\_\_\_\_ Page \_\_\_\_\_

Mapping:

Drawn on map by \_\_\_\_\_ Date \_\_\_\_\_

Lot Split Completed By: \_\_\_\_\_





# Office of Planning and Zoning

## Utility Notification

In an effort to assure governmental cooperation and assistance in the use of approved utility facilities, Lake County shall, per Land Development Regulations, Section 6.12.00, require connection to those facilities upon development, within 1,000 feet of an approved central sewage system and/or within 300 feet of an approved central water system.

The owner of the following property has either a pending public hearing, commercial project under review or is in the process of obtaining a permit. It is understood that a one-day turn around for this information is required so that delays for issuance will be minimized.

Please acknowledge the availability to serve the following property with central utility systems.

**The applicant is proposing the following:**

Single-Family Dwelling \_\_\_\_\_ Multi-Family Units \_\_\_\_\_ Duplex \_\_\_\_\_ Commercial \_\_\_\_\_  
Administrative Lot Split \_\_\_\_\_ Commercial Project \_\_\_\_\_ Rezoning \_\_\_\_\_

**Legal description:** Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Alt Key # \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Additional Legal attached \_\_\_\_\_

Hook up to Central Sewage \_\_\_\_\_ within 1,000 feet of the above described property.  
(is or is not)

Hook up to Central Water \_\_\_\_\_ within 300 feet of the above described property.  
(is or is not)

The City of \_\_\_\_\_, will provide immediate hook up to this property for:

Central Sewage: Yes \_\_\_\_\_ No \_\_\_\_\_ Central Water: Yes \_\_\_\_\_ No \_\_\_\_\_  
Will the connection to the central sewage system be via a \_\_\_\_\_ gravity line or a \_\_\_\_\_ force main/pump?

**Wellfield Protection:**

To protect the principal source of water in Lake County, per section 6.03.00 of the Land Development Regulations, the area within 1,000 feet radius shall be considered a wellhead protection area.

This property is \_\_\_\_\_ or is not \_\_\_\_\_ within 1,000 feet of an existing or future wellhead.

Please attach any conditions that affect the availability of provision of service to this property.

City Official or Private Provider Signature \_\_\_\_\_

Print Name and Title: \_\_\_\_\_ Date \_\_\_\_\_

**Please return this completed form to the Office of Planning & Zoning via facsimile to (352) 343-9767, or email it to [zoning@lakecountyfl.gov](mailto:zoning@lakecountyfl.gov).**

To be completed by County staff: <b>Staff Name:</b> _____
<b>Date Received:</b> _____ <b>Address #:</b> _____ <b>Project Name:</b> _____