



SEMINOLE COUNTY PLANNING & DEVELOPMENT DIVISION
1101 EAST FIRST STREET, SANFORD, FLORIDA 32771
(407) 665-7371 EPLANDESK@SEMINOLECOUNTYFL.GOV
www.seminolecountyfl.gov

LOT SPLIT / LOT LINE RECONFIGURATION / LOT UNCOMBINATION

REQUIREMENTS

LOT SPLIT/LOT LINE RECONFIGURATION

The following conditions **must** exist in order to split or reconfigure a parcel under this process per Seminole County Land Development Code Section 35.2(a):

- This process can only split a lot into 2 lots;
- The property must be a parcel of record prior to July 28, 1970 (cannot have been split or changed thereafter);
- Both parcels must have at least 20' of public road frontage;
- The newly created parcels must meet all zoning requirements, including minimum buildable lot area above the 100 year floodplain elevation and lot width; and
- Existing structures must meet the setback requirements after the split without a variance.

LOT UNCOMBINATION

Combined platted lots can only be uncombined to the original platted configuration if the individual lots meet the zoning district requirements for lot size and width, **unless** they meet all of the criteria in Seminole County Land Development Code Section 30.2.6.6 as stated below. If the Planning Manager determines the subject property meets the criteria below, the property can be un-combined to the original platted configuration and no variance would be required for minimum lot width and/or minimum lot size.

- The properties are vested in accordance with the Comprehensive Plan Policy FLU 3.3 and Sec. 15.3 of the Land Development Code; and
- The subject parcel is in the urban area; and
- 50% or more of the lots in the same platted subdivision have the same character and are the size as originally platted; and
- All existing structures on the subject property meet the setback requirements for the subject zoning classification; and
- The subject property is not limited in its development potential due to wetlands and floodplains; and
- The subject property has adequate access to a public right of way and roadway that meets the County standard per Seminole County Public Works Manual Section 1.11.1; and
- The subject property has adequate drainage per Seminole County Public Works Manual Chapter 2.; and
- Utility services are available, or the property is eligible for permits to install potable water wells and onsite sewage treatment and disposal systems, per the following conditions:
 - Utility services are available from Seminole County in accordance with Section 270.1 of the Seminole County Code of Ordinances or Section 381.0065(2)(a), Florida Statutes, as applicable, or
 - Utility services are available from a city or other entity regulated by the Public Services Commission, or
 - If the un-combined lots are unable to connect to any of the previously mentioned regulated potable water distribution systems, the property must be eligible for a permit for potable water wells with the St. Johns River Water Management District (SJRWMD) in accordance with applicable SJRWMD provisions and eligible for onsite sewage treatment and disposal systems (OSTDS) with the local Florida Department of Health location in accordance with Section 381.0065(4), Florida Statutes, as applicable.

REQUIRED ATTACHMENTS

LOT SPLIT/LINE RECONFIGURATION INQUIRY

- Application
- Application fee of \$250.00 (will be applied towards approval fee if completed within 1 year)
- Current survey or sketch of property locating all structures
- Sketch of proposed land split/reconfiguration demonstrating the measurements of the lots, square footage/acreage of each lot, location of all structures, and setbacks of all structures to existing and proposed property lines

LOT SPLIT/LINE RECONFIGURATION FINAL APPROVAL

- Application
- Application fee of \$250.00 (unless an inquiry has been completed within 1 year)
- Owner Authorization Form, if applicable
- Signed and sealed survey of property to be split/reconfigured locating all existing structures
- Sketch and description of the newly created parcels
- Lot Split Approval ONLY:** Dated copy of School Impact Analysis submitted to the School Board

RETROACTIVE LOT SPLIT/LINE RECONFIGURATION

- Application
- Application fee of \$250.00
- Owner Authorization Form, if applicable
- Lot research report stating that a retroactive split/reconfiguration is required
- Signed and sealed survey of the created parcels showing all existing structures

LOT UNCOMBINATION

- Application
- Application fee of \$250.00
- Owner Authorization Form, if applicable
- Signed and sealed survey of the parcels to be uncombined showing all existing structures

DELIVERY METHODS

Completed forms and all the above required attachments may be sent via:

- **E-mail:** eplandesk@seminolecountyfl.gov
- **Hand delivery:** Seminole County Planning & Development Division, West Wing, Second Floor, Room 2028, 1101 East First Street, Sanford, Florida 32771
- **Mail:** Seminole County Planning & Development Division, 1101 East First Street, Sanford, Florida 32771



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PROJ. #: _____

LOT SPLIT / LOT LINE RECONFIGURATION / LOT UNCOMBINATION

APPLICATION TYPE/FEE

<input type="checkbox"/> LOT SPLIT INQUIRY	\$250.00
<input type="checkbox"/> LOT SPLIT APPROVAL	\$250.00 (WAIVED IF INQUIRY APPROVED WITHIN 1 YEAR)
<input type="checkbox"/> LOT LINE RECONFIGURATION INQUIRY	\$250.00
<input type="checkbox"/> LOT LINE RECONFIGURATION APPROVAL	\$250.00 (WAIVED IF INQUIRY APPROVED WITHIN 1 YEAR)
<input type="checkbox"/> RETROACTIVE LOT SPLIT	\$250.00
<input type="checkbox"/> LOT UNCOMBINATION	\$250.00

PROPERTY

PARCEL ID #(S):

PROPERTY ADDRESS:

WATER: SEMINOLE COUNTY CITY OF _____ WELL OTHER:

SEWER: SEMINOLE COUNTY CITY OF _____ SEPTIC OTHER:

ZONING: _____ FUTURE LAND USE: _____

OWNER(S)

NAME(S):

ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

ADDITIONAL OWNER/APPLICANT/CONSULTANT

NAME:

ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

 SIGNATURE OF OWNER/AUTHORIZED AGENT

 DATE

OWNER AUTHORIZATION FORM

An authorized applicant is defined as:

- The property owner of record; or
- An agent of said property owner (power of attorney to represent and bind the property owner must be submitted with the application); or
- Contract purchase (a copy of a fully executed sales contract must be submitted with the application containing a clause or clauses allowing an application to be filed).

I, _____, the owner of record for the following described property [Parcel ID Number(s)] _____ hereby designates _____ to act as my authorized agent for the filing of the attached application(s) for:

<input type="checkbox"/> Alcohol License	<input type="checkbox"/> Arbor Permit	<input type="checkbox"/> Construction Revision	<input type="checkbox"/> Final Engineering
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Future Land Use Amendment	<input type="checkbox"/> Lot Split/Reconfiguration	<input type="checkbox"/> Minor Plat
<input type="checkbox"/> Preliminary Subdivision Plan	<input type="checkbox"/> Rezone	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Special Event
<input type="checkbox"/> Special Exception	<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Vacate	<input type="checkbox"/> Variance

OTHER: _____

and make binding statements and commitments regarding the request(s). I certify that I have examined the attached application(s) and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments, and fees become part of the Official Records of Seminole County, Florida and are not returnable.

Date

Property Owner's Signature

Property Owner's Printed Name

STATE OF FLORIDA
COUNTY OF _____

SWORN TO AND SUBSCRIBED before me, an officer duly authorized in the State of Florida to take acknowledgements, appeared _____ (*property owner*),
 by means of physical presence or online notarization; and who is personally known to me or who has produced _____ as identification, and who executed the foregoing instrument and sworn an oath on this _____ day of _____, 20____.

Notary Public