



## Lot Split or Combination Application

Fee: \$300

Plus, cost of any notice requirements shall also apply.

### To be Completed by Staff:

Project Name (if applicable): _____	Date Received: _____
Fee: Cash <input type="checkbox"/> Check: <input type="checkbox"/> Check No. _____ Credit <input type="checkbox"/>	Approved/Denied: _____

### A) Applicant and Authorized Agent (if applicable) Information

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Authorized Agent (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

*An agent affidavit for authorization signed by the property owner is required prior to a submission of any application if the agent will act on behalf of the property owner. If the property owner is an entity, proof that the signatory is an authorized agent of the entity is required.*

### B) Site Information

Address/Location of Proposed Project: \_\_\_\_\_

Property ID Number(s): \_\_\_\_\_

Future Land Use Map Designation: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Maximum allowable density of the Zoning District: \_\_\_\_\_

Reason for Lot Split or Combination: \_\_\_\_\_

\_\_\_\_\_

**C) Lot Split / Subdivision of Parcels**

In accordance with Section 3.07.00, Subdivision of property into three (3) or more parcels requires plat approval by the City and recording of an approved plat or replat by the applicant in the Bay County Official Records. This process consists of preliminary plat approval and final plat approval. Once the City has approved a preliminary plat, the applicant must secure a development order from the City prior to commencing any development of the property, to include land clearing. A final plat must be approved by the City Council prior to the sale of any subdivided property. The final plat must be formatted appropriately for recording, be materially similar to the preliminary plat, and conform to the requirements of F.S. Chapter 177.

A lot split that involves a parcel consisting of two (2) lots, as shown on a validly recorded plat, being split back to the originally platted lots, without any change to their boundaries, may be approved by the City Administrator so long as the lot split would not result in either lot or the improvements located on them being in violation of the City of Mexico Beach Comprehensive Plan or Land Development Code. Other lot split applications shall be processed as described below and may be approved by the City Council only. The City Council may approve a lot split upon finding that it is in the best interest of the City. Lot splits do not require recording of a formal replat. To qualify for a lot split or plat approval, any resulting lots must meet all the requirements of the City of Mexico Beach Comprehensive Plan and Land Development Codes, or be exempt in the case where two recorded lots are being split from one parcel ID number back into the original plat with two separate parcel ID numbers.

Lots created by lot split or subdivision, of an existing lot in a platted or unplatted residential area zoned "Residential - General" or "Residential - Low Density" shall be no more than ten percent (10%) smaller than the median size of all other lots located in the subdivision, on the same street, or neighborhood, as originally platted in a recorded or unrecorded plat, and no less than the minimum lot size sufficient to meet all development design standards in this Code. If a subdivision was developed in phases, the median size of lots shall be determined by the lots in the phase affected by the proposed lot split or resubdivision.

**Provide the Density Calculations For Proposed New Lots as a Result of a Lot Split:**

Determining existing density EXAMPLE:

Size of lot = 8,250 square feet / 43,560 square feet (area of an acre) = 0.189 acres of the lot.

0.189 acres X the assigned density (e.g. for Residential Low Density it's 6 dwelling units per acre) = 1.134 dwelling units, or one unit allowed (density is not rounded up).

Size of Lot (sq. ft.)	Acres	Allowed max Density of the Zoning District	Max Dwellings
Lot 1) _____ /	43,560 = _____	X _____	= _____
Lot 2) _____ /	43,560 = _____	X _____	= _____
Lot 3) _____ /	43,560 = _____	X _____	= _____
Lot 4) _____ /	43,560 = _____	X _____	= _____

**D) Lot Combination**

In accordance with Section 3.08.00, "the combinations of two (2) lots may be approved administratively by the City Administrator. Lot combinations involving the combination of three (3) or more lots shall instead be reviewed pursuant to the process for a lot split. A survey will be required if any of the lots are described by metes and bounds. Structures may not be constructed that would overlap the boundary of a lot or violate any setback until a lot combination has been approved pursuant to this Section. Accessory structures may not be installed on a parcel that does not have a principal structure until a lot combination has been approved that results in a principal structure being on the combined lot. City Council approval is required to reverse a lot combination and shall be pursuant to the same procedure and notices required for a lot split except as provided above regarding a lot split that involves a parcel consisting of two (2) lots, as shown on a validly recorded plat, being split back to the originally platted lots without any change to their boundaries."

Number of Parcels to be Combined: \_\_\_\_\_

Proposed Size of Proposed Lot Combination: \_\_\_\_\_

Intended Use of Lot Combination: \_\_\_\_\_

Size of New Lot (sq. ft.)	Acres	Allowed max Density of the Zoning District	Max Dwellings
Lot 1) _____ /	43,560 = _____	X _____	= _____
Lot 2) _____ /	43,560 = _____	X _____	= _____

**E) Required Documentation**

1. Completed application with signature by property owner, or their authorized agent.
2. Payment of fees.
3. Authorized Agent form, if applicable (required if the applicant is not the property owner).
4. Legal descriptions or survey, as applicable. An attached current deed may be acceptable.

**F) Signature**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above signatory is the (check one)  property owner  authorized agent.