



Walton County Planning and Development Services

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Santa Rosa Beach, Florida 32459
Phone 850-267-1955
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47 N 6th Street
DeFuniak Springs, Florida 32433
Phone 850-892-8157
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LOT SPLIT/LOT FUSION/LOT SHIFT APPLICATION

This application is used for subdividing one parcel into two parcels and not located within a recorded subdivision

NOTICE TO ALL APPLICANTS

You are required to schedule a pre-application conference with Planning and Development Services prior to submittal of applications for all lot split projects. Your application will not be processed without verification that you have attended a pre-application conference with a representative(s) of Planning and Development Services. To schedule a pre-application conference contact (850)267-1955 (South Walton Annex) or (850)892-8157 (North Walton Annex).

A pre-application conference was held with _____
regarding the development of _____
on this _____ day of _____, _____.

Planning Official _____ **Title** _____

PRE-APPLICATION NOTES

Pre-Application Fee \$25.00

Applicant's Signature _____ Date _____

Planner's Signature _____ Date _____

APPLICANT

Name: _____
(If company or corporation, name of secretary and president)
Address: _____
City, State, Zip: _____
Telephone: _____ Fax: : _____ Email: _____

AGENT

Name: _____
(If company or corporation, name of secretary and president)
Address: _____
City, State, Zip: _____
Telephone: _____ Fax: : _____ Email: _____

An applicant or agent requesting a lot split **shall submit** the following materials with this application form:

- Check for Lot Split/Fusion/Shift Fee of 150.00, and Environmental review fee \$75.00 (made payable to Walton County)
- South Walton Fire District Fire Review Fee: \$200.00, if applicable. Check should be made payable to SWFD
- Acreage of existing parcel: _____
- Acreage of parcel to be split (A): _____
- Acreage of parcel to be split (B): _____
- Date parent created: _____ (Proof of the month and year the lot was "created", i.e. an accurate time of when the lot was first split from the original parcel and then continued in the same size and configuration to date. All lot splits must prove that they are "lots of record" being created prior to November 7, 1996.)
- Flood Zone: _____ Panel Number: _____ Date of Map: _____
- Land Use Designation: _____
- Parcel Identification Number: _____
- Proof of Ownership and Title Opinion
- Statement of **availability** for public water and sewer to the property, if sewer service is not available, provide approval from Walton County Health Department that meets onsite sewage treatment and Sewage Systems (OSTDS) requirements.
- Wetlands present: Yes No and who has jurisdiction (FDEP or ACOE): _____ (attach Environmental Assessment if wetlands present).
- Original plus two (2) copies of signed/sealed/dated boundary surveys; one of the overall parent tract or parcel being split on an 8 ½ x 11 or 8 ½ x 14 drawing with a dashed line showing parcel split, and original plus two (2) copies of the new parcel being created on an 8 ½ x 11 or 8 ½ x 14 drawing, showing a land/legal description of the new lot or parcel being created and county required building setbacks. The boundary surveys must display the area in square feet and acres, all easements, existing structures, wetlands, FEMA flood zones, construction control lines, coastal high hazard zones, existing septic tanks and drain fields subject to attached County Surveyor's letter.
- Physical (911) Address of Property: _____ (if applicable)
- Original plus two (2) copies of signed application.
- Is this lot split for an immediate family member? (Grandparent, parent, step-parent, adopted parent, sibling, child, stepchild, adopted child, or grand child) _____
- Is this property Homesteaded? _____

Driving Directions to Site from nearest major intersection:

Legal Description of Property:

Name of streets (public or private) abutting the original and proposed lot(s):

FAMILY LOT SPLIT AFFIDAVIT

BEFORE ME, the undersigned authority, personally appeared, _____, the owner and/or authorized agent of the following described property: _____
_____ who deposes and says the following:

1) I, _____, understand that Policy L-1.5.8 of the Walton County Comprehensive Plan permits property to be subdivided for the use of an immediate family member for their primary residence as an exception to the density provisions for a single family dwelling on a smaller lot provided that any such development must be consistent with the other provisions of the Comp Plan and shall apply only once to any individual.

2) I hereby certify that _____ is my _____ and will construct (his/her) permanent dwelling on and reside in the newly created lot located at: _____ and that this dwelling is for the sole use of _____.

3) I hereby certify that the said dwelling shall not be available for long-term or short-term rent or lease by anyone that is not a member of my family.

Applicant Signature

Printed Name

Date of Signature

Address

LOT SPLIT SURVEY REQUIREMENTS

- A current boundary survey (signed and sealed) establishing the limits or bounds of the property rights is required when the boundary survey is supporting a lot split.**
- A boundary survey provided to support a lot split must show all utilities, and address the possible existence of **underground sanitary disposal systems** (septic tanks and drain fields). The location of existing power poles, power lines and water service lines must be shown. *Old concrete pads and cleared areas are some of the indicators of underground sanitary disposal system existence.* **Address the issue in either case. Report format is acceptable.**
- Boundary surveys provided to support lot splits must show all adjacent roads, trail roads, driveways and denote if they are public or private easements or rights-of-way, access driveways, bridle paths, drainages, ditches, fences and all encroachments or any existing use that may generate rights or affect the real property must be located and defined by the survey.
- FS 95.361 Roads presumed to be dedicated... must be addressed. A determination must be made if property boundaries have moved or changed.**
- A measured survey tie to the POC is required with all meets and bounds surveys.
- As a suggestion, when creating new parcels from a survey calling for monuments (lot/parcel corners) found or set in land/legal description created to describe the new parcel places the reader on notice that the new parcel was created from a survey.
- Mean high water line boundary is required for all boundary surveys with a tidal boundary.**
- FS 161 must be addressed on all coastal boundaries. Must address this issue, if it applies.**
- All coastal setbacks, coastal construction control lines and dune protection zones must be located and shown if they apply.**
- FEMA flood zones and flood hazard areas must be shown if they apply.**
- Wetlands must be denoted. If they exist on the property, they must be addressed.**
- County required building setbacks must be denoted and graphically depicted on the survey of the new parcel or lot being created.
- Original plus three (2) survey drawings are required: the overall boundary subject to the above and a survey of the new parcel being created. The dividing lot boundary line must be shown on the overall boundary as a dashed line denoted as the proposed lot split line. The surveys must be presented on an 8 ½ x 11 or 8 ½ x 14 media. The number of sheets can be expanded as necessary.**

NOTICE: This list may not be complete and there may be other boundary issues that must be addressed.

PLANNER'S NOTE: Check all boxes that require applicant submittal. If you do not require the applicant to submit an item, mark through it and initial.

Walton County Environmental Assessment

Project Description

Provide a detailed description of the project site, including the project name, driving directions, location, acreage, and a map to the site. The description should accurately characterize the current conditions within the project site (*i.e. cleared, vegetated, disturbed, etc.*), and portray the development site's current land use, and the surrounding land uses.

Soils

Utilize the United States Department of Agriculture, NRCS Soil Survey data for Walton County to describe each soil type found within the project site. Provide a map illustrating the area of each soil type.

Natural Vegetative Communities - Upland and Wetland

In accordance with Comprehensive Plan Policy C-3.2.7, utilizing the Florida Natural Areas Inventory descriptions, found in the *FNAI Guide to Natural Communities of Florida*, list and describe all Natural Community types found within the development site, and include a list of the actual species that comprise each community. Provide the acreage of each community type, provide a site map illustrating approximate boundaries, and address preservation per the Walton County Land Development Code and Comprehensive Plan. If preservation is required, please provide a preservation plan that illustrates and quantifies the vegetation community to be preserved.

Wetlands

If wetland areas are present, provide wetland delineation for all wetlands within and immediately adjacent to the development site, including isolated wetlands. Address wetland buffer requirements per Walton County Land Development Code and Comprehensive Plan. Illustrate all wetland areas and wetland buffer areas on the survey and site map.

Threatened and Endangered Species

In accordance with Comprehensive Plan Policy C-3.2.7, request a Standard Data Report from Florida Natural Areas Inventory (<http://www.fnai.org/>). In conjunction with the information obtained from FNAI, perform a site visit to search for any occurrences of Threatened and/or Endangered species within or adjacent to the development site. Provide a radius map and list of species occurring in vicinity of the project. Summarize findings and survey methods. Other references to consult may include the Florida Fish and Wildlife Conservation Commission, United States Fish and Wildlife Service, et. al. *If Threatened and Endangered Species are found within or adjacent to the development site, provide proof of coordination with the Florida Fish and Wildlife Conservation Commission and the U.S. Fish and Wildlife Service to develop a management plan.*

Archeological/Cultural Resources

In accordance with Walton County Comprehensive Plan Objective L-1.3, conduct a review of the State of Florida Division of Historical Resources Master Site File for the presence of any known Archeological or Cultural Resource. If the development site has not been surveyed for the presence of Cultural Resources, a licensed archeologist may need to conduct a site visit and provide a Cultural Resources Assessment summarizing their survey methods and findings. If cultural resource sites are located, the applicant must provide proof of coordination (*official SHPO letter*) with the State of Florida, Division of Historical Resources Office.

Hazardous Materials and Contamination

List and describe any known contamination and/or suspected hazardous materials found within or adjacent to the development site (*i.e. any chemicals, containers, dumping of trash, and/or any known sites listed in the FDEP data base*).

Conclusion

Summarize findings/results and provide opinions and recommended course of action.

Attachments

Attach applicable maps, surveys, aerial photos, diagrams, and supporting documentation.

PLEASE NOTE: I understand that Walton County has adopted policies regarding the preservation of native vegetation and no clearing of any kind can take place on a development site until the proposed development has been approved for a development order by Walton County or a clearing permit has been issued.