



City of Maitland
1776 Independence Lane
Maitland, Florida 32751
407-539-6212

PETITION FOR LOT SPLIT

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General Summary

The following is a guide designed to assist those persons who wish to divide a property, which has never been subdivided, into two lots within the corporate limits of Maitland. The property must abut an existing standard street and require no new improvements for water, sewer or drainage. As such, it does not assure any approvals.

1. Become familiar with the Land Development Procedures, Article XI, 7.5 of the City Code. Copies are available at City Hall, as well as the regulations relevant to the particular zoning district in which the property is located. Zoning information for the City of Maitland may be found in Chapter 21 of the City Code. A copy of the Zoning Code may be purchased at City Hall or may be obtained on the internet at www.itsmymaitland.com.
2. Submit petition and all required zoning information, as outlined on the petition form, to the office of the Community Development Department along with the application fee of \$100. Fee payment is required at the time of application. Submittals without a fee payment will not be reviewed for sufficiency. Fees are not refundable.
3. Within five (5) days of submission, the Community Development Department will review the petition for sufficiency and completeness and will accept it or request corrections. If corrections are requested, the applicant has five (5) days to make all requested changes. If all information is not submitted as required, the application will not be considered complete and will not be accepted. The applicant will forfeit the application fee and the application will not be processed.
4. Within twenty-one (21) days of a completed application, the Development Review Committee will meet and review the petition and will approve, approve with conditions or deny the proposed petition. The applicant should attend the meeting in person or by representative agent.

Petition Number _____
(office use only)



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PETITION FOR LOT SPLIT

PART I. APPLICANT INFORMATION (Part I to be submitted in triplicate.)

Please check box for those who should receive all correspondence relating to this petition.

1. APPLICANT'S NAME _____

Address _____

Telephone No. () _____ Fax No. () _____

E-mail Address _____

(If more than one applicant, please attach list and signatures.)

2. CURRENT PROPERTY OWNER'S NAME(S) _____

Address _____

Telephone No. () _____ Fax No. () _____

E-mail Address _____

(Provide for each owner of real property that is subject to petition; please attach list and signatures.)

3. AGENT'S NAME _____

Address _____

Telephone No. () _____ Fax No. () _____

E-mail Address _____

(If more than one agent, please attach list.)

4. Gross Acreage _____ Net Acreage _____ Parcel I.D. _____

5. REQUEST STATEMENT:

I (We) _____ of _____ hereby
petition the City of Maitland, Florida to review a request for a lot split.

6. APPLICATION CERTIFICATION:

I certify that, to the best of my knowledge, the submitted information and statements are true and correct.

I have received and read the Public Summary Information, which outlines the Lot Split procedure.

(Attach signatures as required.)

Applicant's Signature

Date

NOTE: Any desire to amend or withdraw application must be submitted in writing to the Community Development Department. If ownership of any part of or all of the real property subject to the petition shall change during the pendency of the petition, the petitioning owner who has conveyed said parcel of real property shall be required to immediately advise the Community Development Department in writing.

PART II. REQUIRED APPLICATION INFORMATION1. **FEES.** (Payment required upon application submission.)

Required Fee Payment: \$100

2. **AUTHORIZATIONS.** If the applicant or agent is other than the property owner, the applicant or agent shall provide a notarized letter of authorization from the property owner.

Part III. REQUIRED SUPPLEMENTAL INFORMATION. Submit two sets of all plans and supplemental materials until application has been deemed sufficient. When sufficient, all supplemental information shall be submitted in sets of twelve (12) copies. All plans submitted must be in **full-size** sets of twelve.

1. **VICINITY MAP** showing:

- The location of the proposed lot split;
- Relationships to surrounding streets;
- Existing zoning and land use on the site and surrounding areas (within 500 feet); and
- An arrow indicating north and scale.

2. **PLAT MAP** suitable for recording showing, or accompanied by, the following information:

- a. Tract boundaries with appropriate dimensions; lot split to be referenced to the nearest section corner.
- b. Boundary survey and the legal description of the property prepared by a surveyor registered by the state of Florida under a surveyor's seal and certified to the City.
- c. Certification by the registered surveyor attesting to the accuracy of the survey and that the permanent reference monuments have been established according to law.
- d. Location and description of all permanent reference monuments.
- e. Drawn at a scale of at least one inch equals hundred (100) feet.
- f. An arrow indicating north and noted scale, graphic scale, date and basis of bearing (desire true bearing).
- g. The accurate outline of all property which is to be dedicated, reserved or proposed for public use, including drainage courses and easements and all property that may be reserved by covenants in deeds for the common use of the property owners in the subdivision, with the purposes indicated thereon.
- h. All existing water courses, drainage ditches and bodies of water, marshes, rock outcrop, buildings, transmission lines, sewers, bridges, culverts and drain pipes, water mains, county boundary lines, city limit lines and public utility easements.

PART IV. ADDITIONAL SUPPLEMENTAL INFORMATION1. **LOT SPLIT APPLICATION CHECKLIST.** The checklist is to be completed and submitted with application.

**LOT SPLIT
APPLICATION CHECKLIST**

The following items must be included with the application before it can be deemed sufficient. If all items on this application are not addressed, the application for Lot Split **MAY BE DEEMED INSUFFICIENT**. Please check a Yes or No for **each** of the items listed below:

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Survey signed and sealed <u>Certified to the City of Maitland</u> . |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Plat map to include sketches and descriptions of proposed parcels. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. I understand if my application and plans are not complete, it WILL NOT BE REVIEWED . |

CERTIFICATION

I do hereby certify that I, the undersigned, have read the above information and have full understanding to the best of my knowledge and belief that all information supplied with this application is true and accurate.

Signature _____ Date _____
 Owner Applicant

Print Name _____

LOT SPLIT APPLICATION

Lot Split applications must be submitted 21 days prior to Development Review Committee meeting.

