



MINOR LOT (PARCEL) SPLIT APPLICATION

104 N. Riverside Drive
Edgewater, FL 32132
Planning@cityofedgewater.org
386-424-2400 ext. 1503

Application Fee \$200.00

Case No. _____

Applicant Information (MUST BE A PERSON)

Name Phone Email

Street Address City State ZIP Code

Property Owner Information (If different from applicant)

Name Phone Email

Street Address City State ZIP Code

Request

Street Address/Location Parcel ID No.

Acreage/Sq. Ft Zoning # of proposed parcels Dimensions of Each Proposed Parcel (i.e., parcel #1 = 75'x115', parcel #2 = 80'x115')

Required Documents

1. Current Deed
2. One (1) signed and sealed survey of the existing parcel
3. Electronic Word Document containing full current and new legal descriptions for Parent lot and all Subdivided lots. (Document should contain a minimum of three legal descriptions once completed.)
4. One (1) signed and sealed survey for each of the proposed parcels (shown separately) on Letter Size Paper
5. Joinder from mortgage holder (if property is encumbered). *It is the sole responsibility of the property owner to make sure the mortgage holder approves the lot split. If not approved by the mortgage holder, owner acknowledges that mortgage holder may call the note/mortgage.*

Disclaimer and Signature

Pursuant to Chapter 286, F.S., if an individual decides to appeal any decision made with respect to any matter considered at a meeting or hearing, that individual will need a record of the proceedings and will need to ensure that a verbatim record of the proceeding is made. The city does not prepare or provide such record.

PLEASE SUBMIT YOUR APPLICATION WITH ALL REQUIRED ATTACHMENTS. SUBMISSIONS OF INCOMPLETE APPLICATIONS WILL DELAY PUBLIC HEARINGS. APPLICATION FEES ARE NON-REFUNDABLE.

I have read and agree to the terms and conditions set forth in this application.

Owner Signature Date

Applicant Signature Date

NOTARIZED AUTHORIZATION OF OWNER (to be completed if applicant is not the property owner)

I/we _____ as the sole or joint fee simple title holder(s) of the property described as (address or parcel number) _____ authorize _____ to act as my agent to seek a Minor Lot Split on the above referenced property.

Owner's Signature

Owner's Signature

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____.

NOTARY PUBLIC
(Signature of Notary Public - State of Florida)

SEAL

Personally Known OR Produced Identification
Type of Identification Produced

**AGREEMENT FOR CONSULTANT, ENGINEERING, PLANNING,
ENVIRONMENTAL, LEGAL, ADVERTISING COSTS & ON-SITE INSPECTIONS**

The City of Edgewater contracts for certain consultant, engineering, planning, environmental and legal services related to its review of development projects. All fees charged by any such consultant, engineering, planning, environmental, on-site inspections and/or legal service providers are required to be paid by the **owner/applicant**. In addition, the **owner/applicant** is required to pay all advertising and recording costs in connection with application submitted by the undersigned.

The undersigned agrees that it shall be liable to the City for one hundred percent (100%) of the actual costs, both direct and indirect, of coordinating and reviewing the application submitted by the undersigned, including, but not limited to, the following:

- Engineering Review and Approval Fees*
- Planning Consultant Fees*
- On Site Inspection and Approval Fees*
- Legal Fees*
- Advertising Costs*
- Recording Costs*

The owner/applicant does hereby acknowledge that on-site inspections by City staff, consultants, elected and appointed officials are permitted on said property.

The undersigned agrees to pay the above-referenced fees within thirty (30) days of receipt of an invoice for same and further agrees to pay to the City interest on the unpaid balance at the rate of one percent (1%) per month for any fees not remitted within thirty (30) days of receipt of an invoice for same. No site inspections, Development Order or Certificates of Occupancy will be issued until all of the above-referenced fees are paid in full.

OWNER/APPLICANT:

Signature

Printed Name

Title

Date