



**LOT SPLIT PLAN APPROVAL APPLICATION**

Development Services – Planning Division  
150 N. Lakeshore Drive | Ocoee, FL 34761  
Phone: 407.905.3157 | Fax: 407.905.3158



Received Date – Office Use Only

Fee: \$500.00 (non-refundable)

For Splitting Up to Two (2) Lots from an Existing Parcel

**For City Use Only**

Project No. \_\_\_\_\_ Pre-app Conference \_\_\_\_\_ Fee Paid \_\_\_\_\_ Date Paid \_\_\_\_\_

**To Be Completed by Applicant** (please type or print):

**Parent Property Description** (Use additional space on Page 2 if more than two parent parcels)

Parcel/Tax ID \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Parcel/Tax ID \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Applicant Information**

Name \_\_\_\_\_

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

Telephone – Voice \_\_\_\_\_ Fax \_\_\_\_\_

**Owner Information** \_\_\_\_\_ Check if Applicant (Use additional space on Page 2 if more than one owner)

Name \_\_\_\_\_

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

Telephone – Voice \_\_\_\_\_ Fax \_\_\_\_\_

**Reason for Application**

Number of Parent Parcels \_\_\_\_\_ Number of Resulting Parcels \_\_\_\_\_ Acres

Note: Total number of parcels to be created must be two or fewer, not including the remainder of the parent parcel.

Application is to \_\_\_\_\_ split \_\_\_\_\_ join \_\_\_\_\_ reconfigure parent parcels (check which applies)

Describe planned improvements (Use additional space on Page 2, if required) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHORT-FORM SUBDIVISION PLAT APPLICATION

**Information for Applicants**

City Land Development Code Section 4-4.2 governs lot splits. It sets forth eight basic requirements for implementation of this part of the Code, all of which must be met—

1. The subdivision will produce three (3) or fewer lots, including the remainder of the parent parcel.
2. No additional improvements are proposed beyond those required by the Land Development Code.
3. Each lot will have direct access to an existing paved street with the frontage required for the zoning.
4. Existing streets will not be affected, except as may be required to provide additional right of way in order to meet the minimum street design standards.
5. All lots will be serviceable by existing water and sewer lines, unless waived by the City.
6. The initial subdivision is not part of a future larger subdivision, although it may be a replat of a single lot or multiple lots for parcels established by deed prior to July 1, 1991.
7. The proposed lots meet all applicable Code requirements.
8. There are no special circumstances that exist so as to lead the Development Review Committee to determine that the proposed plat should not be handled through the short-form process.

**Each application must include the following attachments:**

\_\_\_\_\_ Four (4) copies of a sealed survey certified within the last 90 days identifying:

- (1) existing parcel and lot boundaries and dimensions;
- (2) proposed parcel and lot boundaries and dimensions;
- (3) area, in acres or square feet, of each resulting parcel or lot;
- (4) all existing structures;
- (5) all existing easements;
- (6) any designated wetlands;
- (7) 100-year flood zone boundary or a statement that the project area is outside that zone;
- (8) all adjoining rights of way; planned source of potable water (city or well) for each lot; and
- (9) sanitary sewer service (city or septic tank) for each lot.

Note that approval of this application does not constitute approval of the potable water supply or sanitary sewer service.

\_\_\_\_\_ A metes and bounds description of the parent parcel(s).

\_\_\_\_\_ A copy of any restrictive covenants applying to the parent parcel(s).

\_\_\_\_\_ If the Applicant is not the Owner, a notarized statement by Owner granting the right to Applicant to submit this application. (Use City Form 36.)

**Applicant’s Statement**

This request is being made to divide and/or join property for the purpose of obtaining building permits or transferring ownership. I understand that any action to divide land will require concurrence of the City Engineer of the City of Ocoee and may require further approvals by other agencies. I understand that this application may take as long as eight (8) weeks to be reviewed by staff and a written response provided. I further understand that any request to alter lot or parcel boundaries is subject to the Ocoee Land Development Code, the City’s comprehensive plan, and other applicable ordinances and regulations. In the event that approval of this application is granted based on false information provided by the Applicant, Property Owner, or Surveyor, the City has the right to revoke the approval and any permits issued hereunder as a result of that false information, whether supplied through error or intent.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date Signed



**City of Ocoee Development Services Department  
Owner's Affidavit**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me, the undersigned personally appeared \_\_\_\_\_, who being first duly sworn on oath, depose(s) and say(s):

1. That they/she/he are/is the fee- simple owner(s) of the property legally described in this application and that the attached ownership list is made a part of the affidavit and contains the legal description(s) for the real property, and the names and mailing addresses of all owners having an interest in said land.
2. That they/she/he desire(s) (specify action sought for said property):  
\_\_\_\_\_  
\_\_\_\_\_
3. That they/she/he have/has appointed \_\_\_\_\_ (specify agent) to act as the Owner's Authorized Agent to represent the Owner in connection with the proposed action and the real property described in this application.
4. That they/she/he agree to be bound by the actions of the Owner's Authorized Agent designated in Paragraph 3 above and the Ocoee Land Development Code.
5. That they/she/he affirm(s), certify(ies), and will comply with all ordinances, regulations, and provisions of the City Code of the City of Ocoee, and that all statements and diagrams submitted herewith are true and accurate to the best of their/his/her knowledge and belief and further, that this application and attachments shall become part of the official records of the City of Ocoee, and are not returnable.

\_\_\_\_\_  
Owner's Signature

Sworn to or affirmed and signed before me on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Month Day Year

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK  
[Print, type, or stamp commissioned name of notary or clerk to the left of signature]

Affiant is \_\_\_\_\_ Personally known; or produced identification \_\_\_\_\_  
Type of identification produced