

JEFFERSON COUNTY PLANNING DEPARTMENT

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STAFF REVIEW MINOR SUBDIVISION

(Check subdivision type below):

1. LOT SPLIT - 2. FAMILY SUBDIVISION - 3. BOUNDARY ADJUSTMENT
 4. MINOR SUBDIVISION* - 5. MINOR REPLAT

NOTE: The applicant(s)/owner(s) should have a pre-application meeting with the Planning Official prior to formal application submittal to ensure procedures and submittal requirements are understood.

***MINOR SUBDIVISION/3-5 LOTS – NOTIFICATION REQUIREMENT:** The LDC requires notification by certified mail to property-owners within 500 feet of the subject property of the Planning Official's decision to approve the subdivision. Applicants must obtain a map and list of property-owners within 500 feet of the perimeter of property proposed for subdivision from the Property Appraiser's office and submit said map/list with this application. After determining the application meets all LDC criteria, the Planning Official will indicate subdivision approval. The Planning Department will prepare and send required notification letters by certified mail to the listed property-owners indicating the Planning Official's intent of final approval and recording of the subdivision at the end of the 30-day appeal period as measured from the postmark (see next section).

Excerpt from the Jefferson County Land Development Code:

9.18.1. APPEALS FROM DECISIONS OF THE PLANNING OFFICIAL

A developer or any adversely affected person may appeal an order, decision, determination, or interpretation of the Planning Official, specifying the grounds for the appeal. Appeals are made to the Planning Commission by filing a notice of appeal with the Planning Department within thirty (30) days of the Planning Official's decision.

NOTE: An appeal is a process for requesting a formal change to an official decision. The decision of the prior decision maker is challenged by arguing that he or she misapplied the law, came to an incorrect factual finding, acted in excess of his jurisdiction, abused his powers, was biased, considered evidence which he should not have considered or failed to consider evidence that he should have considered. This section outlines the processes for citizens to appeal a final decision made by the Planning Official, the Planning Commission, or the Board of County Commissioners. **All appeals shall be in writing and shall include the specific grounds for the appeal including a description of the requested relief.**

If no appeal is filed within the 30 days, the Planning Official will issue the Final Development Order.

Owner's Name(s): _____

Telephone #: _____ Fax #: _____ Proof of Ownership: attach a copy of existing deed(s)

Mailing Address: _____

For Boundary Adjustments, the adjacent parcel owner information:

Owner's Name(s): _____

Telephone #: _____ Fax #: _____ Proof of Ownership: attach a copy of existing deed(s)

Mailing Address: _____

Parcel ID #(s): _____

Land Use Category/Zoning: _____ Number of Lots (includes the parent/remainder): _____

Streets (public or private) abutting the original and proposed lot(s): _____

NOTE: All maps prepared for recording documentation shall be prepared by and, when appropriate, signed and sealed by a Florida Registered Land Surveyor. They should be labeled correctly such as: Map of Subdivision for (name); Boundary Survey for (name of owner); Boundary Adjustment Survey for (name of owner); Sketch of Property for (name of owner); or Exhibit "A" – Map of Parcel #1, Exhibit "B" Legal Description of Parcel #1, etc.

PLEASE NOTE: When all documentation is submitted to the Clerk's Office for recording into Public Records, it is copied and any oversized sheets such as legal-sized [8 1/2"x 14"] or ledger-sized [11" x 17"] pages are reduced to letter-sized. As a result of said reduction, many text labels may no longer be legible, which defeats the purpose of including an illustration with the written legal description. Therefore; either do not submit over-sized sheets in documents to be recorded, or ensure all labels are legible if/when reduced.

The undersigned owner(s) fully understand that no subdivision of property is permitted unless a development plan is prepared and submitted in accordance with the Jefferson County Land Development Code (LDC). It is further understood that it is unlawful for any property owner to transfer, sell, or agree to sell land by reference to, exhibition of, or other use of, a plat or deed description describing a subdivision of such land without approval as required by said LDC. If such unlawful use were performed prior to proper approval and recordation, the owner and/or agent of the owner of such land shall be deemed guilty of a misdemeanor and shall be punishable as provided by law.

_____	_____	_____	_____
Owner	Date	Owner	Date
_____	_____	_____	_____
Owner	Date	Owner	Date

Additional sheets may be added as necessary for additional signatures.

APPROVAL: I have reviewed this application and determined that the proposed subdivision meets the conditions of the Jefferson County LDC and otherwise complies with all applicable laws and ordinances.

_____	_____
Planning Official	Date

Conditions of Approval: _____

The following sheets are informational & not for submittal

ITEMS REQUIRED FOR APPLICATION SUBMITTAL:

The completed application (pages 1&2 of this “package”) must include the following documentation:

A registered surveyor (PLS), engineer, or other professional should prepare the following maps; however, PLS boundary survey maps are not required for these informational maps, which will be retained in Planning Department files.

1. PARENT TRACT MAP:

A letter-sized [8½”x 11”] or legal-sized [8½”x 14”] map of the parent property prior to subdivision. Most of the time, the map can be a printed copy of the aerial parcel map as shown outlined on the Property Appraiser’s website, with the wetlands and FEMA layers turned on.

If the map is a boundary survey, it should indicate any easements, existing permanent structures, FEMA flood-zones, wetlands (including 50’ wetlands setbacks), fences, driveways, building setbacks, and other improvements. If the parcel is very large, submittal of an overall map and a detail of the proposed subdivision area may be acceptable. Planning department staff will assist the applicant to prepare an appropriate depiction upon request.

2. AN OVERALL SUBDIVISION MAP:

A letter-sized [8½”x 11”], and scaled drawing showing the following:

- i. A Title Block indicating:
 - a. The subdivision name (“Lot Split for John Doe” - “Family Subdivision for Sam Smith” - “Gardner Minor Subdivision”);
 - b. The Tax Parcel ID# of the subject parent parcel(s);
- ii. A North arrow, scale, existing and proposed street name, if any required;
- iii. The entire subject property, indicating the location and configuration of all proposed subdivision lots; lot number & acreage;
- iv. The approximate perimeter dimensions of each lot to the nearest five (5) or ten feet (10’).

The following describes the final documentation to be submitted to the Planning Department for the Planning Official to stamp final approval “sign-off” prior to recording in the Public Records at the Clerk’s office.

1. The completed Application form (only pages 1 & 2 above).
2. The owner shall have the new deeds prepared for all parcels created by this subdivision (including the “remainder” of the parent parcel) for recording and submittal to the Recording Office of the Clerk of Courts of Jefferson County, Florida.
 - a. All new deeds for lots should include: A boundary survey map or “sketch of legal description” attached as an “Exhibit “A.” The map for each deed shall indicate the boundary bearings and distances, with a written legal description on the same sheet (or on a separate sheet as an “Exhibit B”), with the date as signed/sealed and prepared by a Florida Registered Land Surveyor (RLS).
 - b. The applicant shall bring all new deeds, the completed application forms, and the appropriate fee (\$75.⁰⁰/lot, cash, check, or money order) to the Planning Department office. All deeds shall be “stamped” and signed by the Planning Official as “Approved Development” prior to recording in the Public Records.
3. After recording, the applicant should bring copies of the recorded deeds (or the originals can be copied by staff) to the Planning Department for incorporation in the files.

In recognition of expenses incurred in obtaining boundary surveys, the Planning Official may allow that when the remainder tract is either very large or has an extensive boundary that would require an inordinate amount of expensive surveying, the new deed for the parent tract as a “remainder parcel” may be written as a “less and except” deed based on the original deed.

NOTE: “Sketch” maps prepared for a preliminary application meeting with Planning Department of proposed subdivisions may be submitted prior to surveying individual lots, with the approximate lot dimensions indicated without showing bearings and the distances may be estimated to the nearest 5 or 10 feet as may be reasonable. The proposed acreage for each parcel should be indicated.

NOTE: Boundary Adjustments will require at least two types of maps:

A “Before” map showing the existing parcel configuration will be retained in Planning Department files for future reference purposes.

Individual “After” boundary survey maps for all affected parcels will be used for recording new deeds after the adjustments, reflecting the change in configuration for each of the newly configured parcels. Copies of the new recorded deeds shall also be retained in Planning Department files.

If finalized pdf copies of all “Exhibit A” drawings are sent to the Planning Official by email [either by the applicant or any agent (surveyor – attorney – title company, etc./preparer of the documentation)] for Planning Official review and comment and are deemed correct and ready for attachment to the deeds, including the legal description(s) either in the deeds, on the map(s), or included as an “Exhibit B,” and the application and deeds are completely ready for filing and “signoff,” **THE FINAL APPLICATION AND RECORDING PROCEDURES CAN ALL BE ACCOMPLISHED IN LESS THAN ONE HOUR** for all of these subdivision types **EXCEPT** the 3-5 lot Minor Subdivisions, which require notifications.

FAMILY SUBDIVISIONS:

IMPORTANT NOTE REGARDING ELIGIBILITY FOR FAMILY SUBDIVISIONS: The parent parcel to be divided for family members must have been in existence in its present shape/acreage on/before **December 13, 1990**. Parcels created after 12/13/1990 may **not** be subdivided in a manner that exceeds the maximum density of the overlying Future Land Use District. Family subdivisions are special subdivisions exempt from normal maximum density requirements, with minimum lot size requirements for lots dependent on the type of water/sewer provisions. A property served by onsite well and septic tank must contain a minimum area of 1/2 acre, excluding any types of easements.

An overall Family Subdivision Map (retained in Planning Department files) shall show lot numbers for each individual lot with the name of the family member who is to become the owner, including the existing owner, if retaining a parcel. The deeds for each lot in a Family Subdivision should reflect the name of the family member who will become owner of the individual lot, whether transferred to the individual immediately as the grantee, placed in a trust named as grantee, or indicated as a joint (surviving) owner with the grantor. Probate of an estate through the judicial system involving creation of otherwise non-conforming lots is eligible for approval as a family subdivision if the parcel complies with the 1990 date provision, minimum lot size, and eligible individuals.