

Office Use Only					
Date Filed		Site Plan Name		Site Plan #	
Review Fee		Receipt #		Resolution #	
Concurrency Fee		Receipt #		Cert. Of Capacity #	



**St. Lucie County  
GROWTH MANAGEMENT DEPARTMENT**

2300 Virginia Avenue  
Fort Pierce, FL 34982  
772-462-1553

## Application for a Lot Split or Minor Replat

**Directions for Submittal**

Please complete the requested information and submit all items to the St. Lucie County Department of Community Development, 2300 Virginia Avenue, Fort Pierce, FL 34982. The proper non-refundable application fee must accompany all applications. For additional details on the information necessary for submission of a site plan adjustment, please refer to Section 11.02.00 of the St. Lucie County Land Development Code. For assistance in submitting the application, please contact the St. Lucie County Department of Community Development, Planning Division.

**Review Fees**

<b>Lot Split</b>	<b>Minor Replat</b>
<b>\$250.00</b>	<b>\$250.00</b>

**Type of Application (choose one)**

- Minor Replat** (A replat is for the purpose of lot line adjustment without an increase in the number of lots or units otherwise allowed.)
- Lot Split** (A division of land into two contiguous lots or parcels without involving the establishment of a new street.)

Any division of property placed into the lands records of St. Lucie County after August 1, 1990, without having obtained a lot split approval, may not be eligible for the receipt of any building permits approvals.

The only exception to this review process would be for those divisions done in conjunction with the filing of a site plan as further identified in Section 11.02.00 of this Code.

The development review check list included with this application is intended to assist in determining if the property quantitative materials have been prepared for submission. The submission of all required materials does not assure automatic approval. Qualitative review of the submitted materials can only commence when all necessary information has been submitted. For additional details on the information necessary for a Lot Split Application submission, please refer to Section 11.03.04, of the St. Lucie County Land Development Code.

For assistance in submitting the application for a Lot Split, please contact the St. Lucie County Building and Zoning Department.

The initial submission shall include the following:

- 1) One (1) copy of the completed lot split or minor replat application.
- 2) One (1) copy of the Boundary Survey, indicating the following:
  - a) Complete boundary identification, with legal description of the parent tract of land from which the division is being created.
  - b) Complete boundary identification, with legal description of each area proposed for division.
  - c) Exact location of any structures and identification of all existing or proposed easements and right-of-ways affecting the parent property and the proposed property to be created.
- 3) The survey and descriptions shall be prepared and sealed by a professional land surveyor, registered in the State of Florida.
- 4) Required processing fee.

**All applications for Class A Mobile Home must be completed and fled with the Department before 4:30 PM each business day to meet applicable filing deadlines. For an application submission to be determined complete, all required materials must be present at the time of submission.**

**Project Information**

**Applicant Information**

<b>Name</b>	
<b>Address</b>	
<b>Phone/Fax</b>	

**Property Owner Information**

<b>Name</b>	
<b>Address</b>	
<b>Phone/Fax</b>	

**Property Tax ID#(s):**

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**Legal Description As It Exists Now (attach extra sheets if necessary)**

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**Legal Description of Properties as Proposed**

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1. Acreage or square feet of property as it exists now:

\_\_\_\_\_

2. Acreage or square feet of properties as proposed:

Lot # \_\_\_\_\_ Sq Ft \_\_\_\_\_ Lot # \_\_\_\_\_ Sq Ft \_\_\_\_\_

The total of lot sized shown must equal the original property size given in the proposed legal descriptions. The original parcel can only be split once, thus creating two lots. No further division of an approved lot split is permitted unless a final recorded plat is prepared and submitted in accordance with Section 11.03.01 – 11.03.03 of the St. Lucie County Land Development Code.

3. Zoning Designation: \_\_\_\_\_ Land Use: \_\_\_\_\_

Does each of the lots conform to the minimum lot size and dimensional requirements of the zoning district in which they are located? Refer to Table 7-10 of the Land Development Code.

Yes       No

4. Water and Sewer Availability:

Central Water:  Yes     No      Utility Company: \_\_\_\_\_

Sanitary Sewer:  Yes     No      Utility Company: \_\_\_\_\_

If your water and sewer services are obtained from a private utility, you will need to attach the following to this application.

- a. Written proof from the utility company of existing capacity to services your needs; and
- b. Written approval from the Department of Environmental Regulation that the utility company is able to serve you.

**Note:** According to the St. Lucie County Comprehensive Plan, Policy 6A.1.4.3, New Residential Developments with lots less than one have acre (21,780 Square feet) shall only be permitted when central water and sewer are available.

# Special Notice

Please read before signing acknowledgments below.

Submission of this application does not constitute the granting of site plan approval. All appropriate requirements must be met prior to this project being presented for approval to the appropriate authority. St. Lucie County reserves the right to request additional information to ensure a complete review of this property/project.

## Acknowledgments

### Applicant Information (Property Owner)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Agent Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Property Owner Information:

This application will not be considered complete without the notarized signature of all property owners of record, which shall serve as an acknowledgment of the submission of this application for site plan approval. The property owner's signature below shall also serve as authorization for the above applicant or agent to act on behalf of said property owner.

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

\_\_\_\_\_  
Print Property Owner's Name

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

State of Florida

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, by

\_\_\_\_\_ who is personally

known to me or who has produced \_\_\_\_\_

as identification.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Print Name of Notary

Title: Notary Public

Commission Number \_\_\_\_\_ (Seal)

Office Use Only	
Project Reviewer	
DRC Review	
Approval Date	
Comments	