



**PLANNING & DEVELOPMENT SERVICES DEPARTMENT**  
**PLANNING DIVISION**  
**2300 Virginia Ave**  
Fort Pierce, FL 34982  
772-462-2822

## **Application for a Lot Split**

<b>Lot Split Fee:</b>	<b>\$250.00</b>
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### **Directions for Submittal**

Please complete the requested information and submit all items to the St. Lucie County Planning and Development Services Department, 2300 Virginia Avenue, Fort Pierce, FL 34982. The proper non-refundable application fee must accompany all applications. For assistance in submitting the application, please contact the St. Lucie County Planning and Development Services, Planning Division.

A **Lot Split** application may be submitted where a parcel of land is being divided into two contiguous parcels or an adjustment of a lot line without the increase in the number of parcels. All newly created parcels shall comply with all applicable laws and ordinances.

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.

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. **Also, please be advised that right of way dedication may be a requirement for approval of the application.**

The initial submission shall include the following:

- 1) One (1) copy of the completed lot split application.
- 2) One (4) copies 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.

**For an application submission to be determined complete, all required materials must be present at the time of submission.**

<b>Project Information</b>	
<b>Applicant Information</b>	
<b>Name</b>	
<b>Address</b>	
<b>Phone/Fax</b>	
<b>Email</b>	
<b>Property Owner Information</b>	
<b>Name</b>	
<b>Address</b>	
<b>Phone/Fax</b>	
<b>Email</b>	
<b>Property Tax ID#(s):</b>	
<b>Legal Description As It Exists Now (attach extra</b>	

sheets if necessary)	
Legal Description of Properties as Proposed	

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 size 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: St. Lucie County Comprehensive Plan, Policy 4.D.1.4.3 stipulates that construction of a new residential development at densities greater than two units per acre only be permitted when central water and central sewer (including package treatment plants) systems are available or will be provided concurrent with the impacts of the development.

### 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)

#### Agent Information

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

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

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

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

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

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**

\_\_\_\_\_  
**Property Owner’s Signature**

\_\_\_\_\_  
**Print Property Owner’s Name**

**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)**

<b>Office Use Only</b>	
<b>Project Reviewer</b>	
<b>DRC Review</b>	
<b>Approval Date</b>	
<b>Comments</b>	