

-Office Use Only-	
Date Received: _____	Sufficiency Review Completed by: _____
Date Forwarded to Reviewing Departments: _____	

**APPLICATION FOR TYPE II SUBDIVISION**

PROPERTY OWNER NAME(S) \_\_\_\_\_

PARCEL NUMBER \_\_\_\_\_

911 ADDRESS \_\_\_\_\_

FUTURE LAND USE DESIGNATION(S) \_\_\_\_\_

ZONING(S) \_\_\_\_\_ CURRENT USE \_\_\_\_\_

DATE PARCEL CREATED \_\_\_\_\_ PARCEL SIZE \_\_\_\_\_

SUBDIVISION (name & number) \_\_\_\_\_

REQUIRED SET BACKS: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_ Corner \_\_\_\_\_ Water \_\_\_\_\_

SIZE OF PROPOSED LOTS: \_\_\_\_\_

=====

**FLOOD HAZARD DETERMINATION**

FLOOD ZONE: \_\_\_\_\_ BASE FLOOD ELEVATION: \_\_\_\_\_

FIRM MAP #: \_\_\_\_\_ REVIEWER \_\_\_\_\_

(See next page for supplemental application requirements)

**BELOW TO BE COMPLETED BY APPLICANT(S):**

Please indicate if the following utility services are available to the site:

Central Water \_\_\_yes \_\_\_no      Central Sewer \_\_\_yes \_\_\_no

A verification letter from the appropriate utility is required if any proposed parcel is less than 1 acre.  
Please note that zoning and future land use also determine minimum lot size.

Signature of Applicant(s): \_\_\_\_\_

Contact Information:

\_\_\_\_\_

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_

THE FOREGOING instrument was acknowledged before me, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_,  
by \_\_\_\_\_ State of \_\_\_\_\_ County of \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Personally known / Produced ID Type of ID:

## Supplemental Information for Obtaining a TYPE II SUBDIVISION

The Land Development Code states that any division of a parent tract of land is subject to the requirements of Article 12 of the LDC. An eligible tract of land may be split into up to six lots through the Type II Subdivision procedure. Any future subdividing of these parcels will require the processing of a subdivision plat, according to Section 12.08 of the LDC.

Requirements of the Type II Subdivision procedure:

- Application completed and notarized (we have notaries at the office). The application must have the notarized signatures of **ALL** property owners of record.
- Application fee (\$500 up to 3 lots, \$1000 4 to 6 lots plus \$35.00 if property is in a flood zone)
- Boundary Survey, 5 sealed copies (full size) and 1 copy at 8.5 by 14 (for recording purposes)
  - Survey of entire property depicting all existing improvements (for example; structures, sheds, drain field, well etc) to verify conforming setbacks from existing and new lot lines.
  - The proposed division of the property must meet zoning district requirements and be consistent to the requirements of the Comprehensive Plan (For example: if property is zoned Agriculture, the proposed lots must have a width of 150 feet)
  - The legal descriptions of the parent (existing) parcel(s) and the new parcels must be on the surveys. The legal descriptions must include reference to any and all easements affecting the parent (existing) and new parcels. Official Records (OR) or Deed Book number and page must be provided for the parent (existing) parcel(s).
  - Flood hazard noted and depicted on survey if a property is in a flood zone
  - Each newly created lot must have frontage on a county maintained road that is classified by the county as "local".
  - The following clause must be on the surveys: **"Pursuant to County regulations, no land that is subject to this Type II subdivision may be further divided by way of the Putnam County lot split procedure in Section 12.09 of the Putnam County Land Development Code."** in not less than 14-point type.
  - All requested information must be on the surveys, not attached. If necessary the survey size may be increased to a maximum of 24" X 36" and/or additional sheets (i.e. Sheet 1 of 2, Sheet 2 of 2) may be added.
  - Once the application has been approved by staff new deeds must be recorded for the new parcels to become legal for development purposes.

Staff would be happy to schedule an appointment to discuss this process in more detail and would like to meet prior to any future submittals of lot split applications. Please do not hesitate to contact planning staff at (386) 329-0491.

**12.08.05 -- Requirements for Type II Subdivisions:** Type II subdivisions may be approved in areas designated Agriculture I and Agriculture II in the Putnam County Comprehensive Plan when the following conditions are met:

- a. The subdivision shall conform to minimum lot size, lot dimension requirements, and density restrictions in the Putnam County Comprehensive Plan and Land Development Code.
- b. No more than six (6) lots may be created by the division, and no new lot resulting from the division shall be smaller than ten (10) acres. Provided, however, that one or more of the lots may be less than 10 acres in size if each and every lot meets the minimum lot size requirements of the zoning district, each of the lots will front on a road classified by the county as “local”, the road fronting each lot meets the minimum design requirements under Section 7.10 of this Code as determined by the Director of Public Works, and the overall density of the subdivision does not exceed a density of 1 unit per 10 acres. Nothing herein shall be read to allow a Type II Subdivision to exceed the maximum density of the applicable future land use category.
- c. All new parcels resulting from the division shall have frontage on a county-maintained road, and no roadway construction is proposed within the subdivision.
- d. The parent tract is not the result of a prior Type II subdivision or Lot Split under this Code.

**12.08.11 -- Review of Type II Subdivisions:**

- a. Submittals: The Department shall consider a proposed Type II Subdivision upon the submittal of the following materials:
  1. A completed application form provided by the Department, which shall include land descriptions and acreage or square footage of the original and proposed parcels.
  2. Five (5) copies of a scaled survey drawing showing the intended division signed and sealed by a Florida licensed surveyor in accordance with minimal technical standards. The survey shall clearly describe the parcels of land and any existing principal or accessory structures. The survey shall contain a notation in not less than 14 point type as follows: “Pursuant to County regulations, no land that is subject to this Type II subdivision may be further divided by way of the Putnam County lot split procedure in Section 12.09 of the Putnam County Land Development Code.”
- b. Procedure: The Department shall review an Application for a Type II subdivision and approve or deny the application with thirty (30) calendar days of receipt of a complete application.