

**PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES**

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TYPE III FAMILY SUBDIVISION APPLICATION

PROPERTY OWNER NAME(S): _____

PARCEL NUMBER: _____

911 ADDRESS: (Street) _____
(City) _____ (State) _____ (Zipcode) _____

FUTURE LAND USE DESIGNATION(S): _____

ZONING(S): _____

DATE PARCEL CREATED: _____

PARCEL SIZE: _____

THE FAMILY SUBDIVISION IS FOR:
(List Name of All Family Members Receiving a Parcel)

Name of Individual Receiving Parcel

Relationship to Property Owner

Name of Individual Receiving Parcel

Relationship to Property Owner

Name of Individual Receiving Parcel

Relationship to Property Owner

Name of Individual Receiving Parcel

Relationship to Property Owner

Name of Individual Receiving Parcel

Relationship to Property Owner

Name of Individual Receiving Parcel

Relationship to Property Owner

REQUIRED SET BACKS: Front Side Rear Corner Water

FLOOD HAZARD DETERMINATION

FLOOD ZONE: _____ BASE FLOOD ELEVATION: _____

FIRM MAP #: _____ REVIEWER _____

APPLICATION FOR TYPE III (FAMILY) SUBDIVISION

Signature of Applicant(s):

Contact Information:

Phone _____
Address _____

Phone _____
Address _____

Phone _____
Address _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,
this _____ day of _____ 20____, by _____
(Print Name of Person(s) Acknowledging)

Notary Stamp

Signature of Notary Public

*(Print, Type, or Stamp Commissioned
Name of Notary Public)*

Personally Known OR Produced Identification _____ Type of Identification Produced

-Office Use Only-

Date Received: _____ **Sufficiency Review Completed by:** _____

Date Forwarded to Reviewing Departments: _____

TYPE III (FAMILY) SUBDIVISION

ELIGIBILITY

Article 12, Division 8, Section 45-1036 of the Land Development Code provides for review and approval of Type III (Family) Subdivision for the purpose of providing a home site for immediate family members on agricultural land which has been held by the same family for a minimum of ten (10) years.

The following Conditions must be met to be eligible to utilize Family Subdivision:

1. Must be in areas designated Agriculture I or Agriculture II in the Putnam County Comprehensive Plan and have Agricultural (AG) zoning
2. The subdivision shall conform to minimum size, lot dimension requirements and density restrictions as set forth in the Putnam County Comprehensive Plan (including Family Density exception if applicable) and Land Development Code. All lots created pursuant to the family subdivision are required to be a minimum of one (1) acre in size.
3. Not more than 6 lots may be created in a Type III “Family” Subdivision.
4. All new lots are created for the purpose of providing a home site for an individual who is a member of the owner’s immediate family (parent, stepparent, adoptive parent, sibling, child, adopted child, grandchild or grandparent of the owner or owner’s spouse).
5. The land has been held by the current owner or a member of the owner’s immediate family for at least 10 years.
6. An individual is eligible to receive a parcel thru the Type III (Family) Subdivision one time only.
7. All new lots created shall have frontage on a county-maintained road if available. If county maintained road is not available, each new lot created must be accessed, at a minimum, by a recorded 66 ft. wide easement. The easement must connect the created lot(s) with a public road or private road and provide road frontage as required by this Code. In the case of connecting to a private road, the applicant must provide documentation that they have right to access via the private road.
8. The Type III subdivision maybe utilized no more than twice up to the maximum of 6 lots.
9. An agreement between the County and each newly created parcel owner must be executed and recorded in the Public Records.

THE PROCESS

1. Complete Type III (Family) Subdivision Application in full. Submit complete application and five (5) seal copies of survey along with filing fee that is established by the Putnam County Board of County Commissioner's (BOCC). This fee is subject to change by the BOCC.
2. The application and surveys will be sent to the following entities for review:
 - a. The County Surveyor
 - b. The Property Appraiser
 - c. The Department of Health (Septic & Well)
 - d. Planning Staff
 - e. Flood Plain Manager (If applicable)
3. The above entities will conduct their review and provide comments if necessary. If comments are provided the applicant must remedy the issues for the application to be approved. If there are no comments or all comments have been remedied, then the application is approved.
4. Once Type III subdivision application has been approved by staff, it is the applicant's responsibility to ensure new deeds have been recorded in order for the new parcels to become legal for development purposes.
5. Applicant will obtain parcel numbers for newly created parcels from Property Appraiser. A copy of the recorded deed and parcel numbers will be provided to Planning & Development Services.
6. Applicant and family members receiving parcels will execute Agreement. Agreement will be executed on behalf of the County by Chair of the BOCC. This agreement sets forth that:
 - At no time is/will the County will not be responsible for development or maintenance of roads, drainage and other infrastructure to the lots created in the family subdivision.
 - Individual property owners will be responsible for providing and maintaining adequate access to parcels for emergency service, school and other public service vehicles.
 - The Agreement shall identify the person receiving the lot and their relationship to the owners
 - The owner and family members receiving lots shall be solely responsible for any environmental permitting and compliance with the regulations of the applicable water management district, Florida Department of Environmental Protection and Florida Department of Health.
7. Planning & Development Services will record executed agreement(s) and provide copy to all owners of parcels within newly created Type III subdivision.

REQUIREMENTS

Lot split application completed and notarized (we have notaries at the office). The application must have the notarized signatures of **ALL** property owners of record.

1. Complete, correct, and notarized application.
2. Family Member Density Exception completed and notarized. (If Applicable)
3. Application fee
4. Current Survey, 5 sealed copies (24 by 36 minimum).
 - a. Survey of entire property depicting all existing improvements (e.g. structures, sheds, septic tank, drain field, well, etc.) to verify conforming setbacks from existing and new lot lines.
 - b. 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 providing access to or otherwise affecting the parcels. Official Records (OR) or Deed Book number and page must be provided for the parcel(s) to be divided.
 - c. Flood hazard noted and depicted on survey if a property is in a flood zone
 - d. All requested information must be on the surveys, not attached.
 - e. Each newly created lot must have frontage on a county maintained road or recorded easement (Article 7 of the LDC adopted February 2004)

TYPE III (FAMILY) SUBDIVISION CHECKLIST

Please complete the checklist below and submit it with the application. Staff will use this to check for completion of application requirements.

<u>Applicant</u>	<u>Staff</u>	<u>N/A</u>	<u>Item</u>
<input type="checkbox"/>	<input type="checkbox"/>		Application Complete, Correct, & Notarized
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family/Density Exception Application
<input type="checkbox"/>	<input type="checkbox"/>		Application Fee Paid in Full
<input type="checkbox"/>	<input type="checkbox"/>		Verification of Family Ownership (10 yr. min.)
<input type="checkbox"/>	<input type="checkbox"/>		Current Survey, 5 sealed copies (24 by 36)
<input type="checkbox"/>	<input type="checkbox"/>		Survey Depicts Requirement 4 (page 3)
<input type="checkbox"/>	<input type="checkbox"/>		Legal Descriptions Provided on the Survey
<input type="checkbox"/>	<input type="checkbox"/>		Meet Land Use and Zoning Requirement (including access, road frontage and lot width)
<input type="checkbox"/>	<input type="checkbox"/>		1 Acre Lot Minimum
<input type="checkbox"/>	<input type="checkbox"/>		Survey Depicts Flood Zone (if applicable)