

**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.

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<b><u>Applicant</u></b>	<b><u>Staff</u></b>	<b><u>N/A</u></b>	<b><u>Item</u></b>
<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 (Non-Refundable)
<input type="checkbox"/>	<input type="checkbox"/>		*Certified Survey Map, 5 Sealed Copies 24” by 36” (See Requirements)
<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 or Meets Additional Utility-Based Requirements Sec. 45-503 (e)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey Depicts Flood Zone (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>		Recorded Deed(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type III Subdivision Agreement for Road Maintenance

**\*OPTIONAL SURVEY REVIEW**

At the time of submittal of an application, the application may include a signed document from any professional surveyor and mapper certified in the state of Florida, other than the surveyor - or surveying firm - that prepared the survey depicting the proposed division, verifying that the survey map and legal descriptions are correct. By using this option, the County Surveyor will not review the survey for accuracy.

**PUTNAM COUNTY  
PLANNING & DEVELOPMENT SERVICES**

2509 Crill Avenue, Suite 300  
Palatka, FL 32177  
Fax: 386-329-1213  
Email: pzb@putnam-fl.gov



Planning & Zoning: (386) 329-0491  
Building: (386) 329-0307  
Code Enforcement: (386)-329-0317  
Website: www.putnam-fl.gov

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**TYPE III FAMILY SUBDIVISION APPLICATION**

1. Name of Property Owner(s): \_\_\_\_\_
2. Mailing Address(es): (street) \_\_\_\_\_  
(city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip) \_\_\_\_\_
3. Phone Number(s): \_\_\_\_\_
4. Email: \_\_\_\_\_
5. Parcel ID Number(s): \_\_\_\_\_
6. 911 Address(es): (street) \_\_\_\_\_  
(city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip) \_\_\_\_\_
7. Zoning Designation: \_\_\_\_\_ Future Land Use Designation: \_\_\_\_\_
8. Size of Property to be Covered by Subdivision: \_\_\_\_\_ (+/-) acres
9. Current Property Use(s): \_\_\_\_\_
10. Date Parcel(s) Created: \_\_\_\_\_
11. Required Setbacks: Front      Side      Rear      Corner      Water      Wetlands  
\_\_\_\_\_
12. Flood Hazard Determination  
Flood Zone: \_\_\_\_\_ Base Flood Elevation: \_\_\_\_\_  
Firm Map #: \_\_\_\_\_ Reviewer: \_\_\_\_\_
13. Prior Zoning Actions on this Property (include case number): \_\_\_\_\_  
\_\_\_\_\_
14. Date of Required Pre-Application Meeting with Staff: \_\_\_\_\_

15. THE FAMILY SUBDIVISION IS FOR:

*(List Name of All Family Members of the owners' immediate family (defined as: parent, stepparent, adoptive parent, sibling, child, stepchild, adopted child, grandchild or grandparent of the owner or owner's spouse 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

\_\_\_\_\_  
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Relationship to Property Owner

\_\_\_\_\_  
Name of Individual Receiving Parcel

\_\_\_\_\_  
Relationship to Property Owner

**NOTICE: Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit under the conditions described in paragraph 6 on page 9 of the application packet. If you desire to be present during the site visit, contact the Department to schedule the site visit. Denial or refusal to grant such access shall be grounds for rejecting the application.**

**Your signature below represents your agreement to pay any fees incurred for third party experts or consultants necessary to review and analyze technical submittals provided by the applicant, including but not limited to environmental assessments, housing studies, traffic studies and other level of service analyses.**

**YOUR SIGNATURE BELOW AFFIRMS THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS APPLICATION IN ITS ENTIRETY.**

16. Signatures of Property Owner(s):

\_\_\_\_\_  
*(sign)*

\_\_\_\_\_  
*(sign)*

\_\_\_\_\_  
*(print)*

\_\_\_\_\_  
*(print)*

\_\_\_\_\_  
*(sign)*

\_\_\_\_\_  
*(sign)*


\_\_\_\_\_  
*(print)*

\_\_\_\_\_  
*(print)*

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is  
*(Print Signer's Name)*

personally known to me or  who has produced \_\_\_\_\_ as identification.  
*(Type of Identification)*

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

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

**NOTE: In the event that a resubmittal is requested, a signed resubmittal acknowledgement must be submitted within 30 days of said request. If the acknowledgment is not received within this timeframe, the application will be closed, and a new application with the applicable fee will be required.**

## TYPE III FAMILY SUBDIVISION AGREEMENT

Subdivision Case # \_\_\_\_\_

In accordance with Section 45-1036 of the Putnam County Land Development Code, this Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, between Putnam County ("*County*") and individual family members receiving a parcel of land from \_\_\_\_\_ (*Property Owner(s)*), for the purpose of providing a home site for those individuals who are members of the Property Owner's immediate family (parent, stepparent, adoptive parent, sibling, child, adopted child, grandchild or grandparent of the owner or owner's spouse), hereby acknowledge and agree that:

- a. At no time is/will the County be responsible for maintenance or development of roads, drainage or other infrastructure to the lots created through the family subdivision.
- b. The individual property owner is responsible for providing and maintaining adequate access to parcels for emergency service, school and other public service vehicles.
- c. This Agreement shall identify the persons who are to receive the lots and their relationship to the owner(s).
- d. Property Owner and family members receiving lots shall be solely responsible for any environmental permitting and compliance with the regulations of the St. Johns River Water Management District, Florida Department of Environmental Protection and Florida Department of Health.

Any future splitting of any lots within an approved Type III subdivision, in excess of ten lots, would result in a Type I subdivision as set forth in section 45-1034 of the Putnam County Land Development Code (or its successor in function) including all required subdivision design and improvement standards. Furthermore, in accordance with LDC Section 45-1036, the Type III subdivision procedure may not be utilized more than twice by any property owner and property to divide land.

**Agreement – Type III Family Subdivision**  
**Subdivision Case # \_\_\_\_\_**

The undersigned hereby acknowledges that he/she is the individual receiving property within the \_\_\_\_\_ Type III Family Subdivision, identified as \_\_\_\_\_ (Lot # or Parcel # indicated on the approved survey), and hereby agrees to comply with this Agreement.

\_\_\_\_\_  
Print Name of Individual Receiving Parcel

\_\_\_\_\_  
Relationship to Property Owner

\_\_\_\_\_  
Signature of Individual Receiving Parcel

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_ who is  
*(Print Signer's Name)*

personally known to me or  who has produced \_\_\_\_\_ as identification.  
*(Type of Identification)*

Notary Stamp

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

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

## TYPE III (FAMILY) SUBDIVISION

### ELIGIBILITY

Article XII, Division 8, Section 45-1036. – Requirements for Type III Subdivisions (family Subdivisions).

Type III subdivisions may be approved in areas designated agriculture in the Putnam County Comprehensive Plan and have agricultural (AG) zoning when the following conditions are met:

1. No more than ten lots may be created in a Type III "family" subdivision.
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.
3. 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, stepchild, adopted child., grandchild or grandparent of the owner or owner's spouse).
4. An individual is eligible to receive a parcel through the Type III (family) subdivision one time only.
5. All new lots created through the "family subdivision" 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-foot wide easement. The easement must connect the created lots with a public road or private road. In the case of connecting to a private road, the applicant must provide documentation that they have right to access via the private road.
6. Execution of agreement between the county and each newly created parcel owner for recording in the public records which stipulates that:
  - a. At no time is/will the county be responsible for maintenance or development of roads, drainage or other infrastructure to the lots created through the family subdivision.
  - b. The individual property owner is responsible for providing and maintaining adequate access to parcels for emergency service, school and other public service vehicles.
  - c. The agreement shall identify the persons who are to receive the lots and their relationship to the owner(s).
  - d. Owner and immediate family members receiving lots shall be solely responsible for any environmental permitting and compliance with the regulations of the St. Johns River Water Management District, Florida Department of Environmental Protection and Florida Department of Health.
7. The creation of new parcels by the use of the Type III (family) subdivision shall be completed pursuant to the procedures for obtaining a lot split set forth in article XII, division 9 of the Land Development Code. The Type III (family) subdivision may be utilized no more than twice by any property owner on property that meets the above criteria. However, in no case shall the ten lot maximum, as provided in paragraph (1) above be exceeded. Any future splitting of any lots within an approved Type III (family) subdivision, in excess of ten lots, would result in a Type I subdivision as set forth in [section 45-1034](#) of the Putnam County Land Development Code (or its successor in function) including all required road and drainage improvements.

8. The sale of any parcel created by a Type III subdivision is prohibited for five years from the date the parcel was created if the parcel remains vacant. If a sale takes place on any parcel within the Type III subdivision prior to five years from the date of creation, all lots within the Type III subdivision will be required to comply with the requirements of a Type I subdivision within 90 days of that sale. If the parcel is developed with a single family dwelling and certificate of occupancy has been issued to the individual(s) named on the Type III subdivision application, no prohibition for its sale would be required. Special circumstances could permit the sale of the parcel if:
  - a. Transfer of the parcel to the owner's estate upon the death, either through testate or intestate succession provided by state law; or
  - b. Transfer of the parcel to an immediate family member of the owner(s) or an immediate family member of the owner of the parent parcel in the original Type III subdivision application; or
  - c. Involuntary transfer of the parcel arising out of a judgement or order entered against the owner and rendered by a court of competent jurisdiction; or
  - d. Relocation due to an employment or educational opportunity, provided that the relocation would require the owner to move his or her permanent residence, as defined in Florida Statutes.
  - e. Relocation due to a health condition, provided that the relocation would require the owner to obtain health care in another location.

## **PROCESS**

1. Call Planning Staff at (386) 329-0491 about your interest in the Type III (family) subdivision application.
2. The applicant is responsible for all required information (please carefully review application included with the application documents).
3. All applications for dividing the property are **required to have a Lot Inquiry letter** issued by the Department indicating that the parent parcel is eligible to be divided.
4. The application and surveys are sent to the following 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)

REVIEW TIME: Approximately four (4) to six (6) weeks after the submittal of a sufficient application.

5. 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.
6. Staff may conduct at least one site visit to the parcel that is the subject of the application. While staff will only be reviewing the site as it pertains to the subdivision, you may request that you be present when the site visit occurs. Such site visits will be conducted during regular business hours (8:30 am to 5:00 pm Monday through Friday). The express purposes of the site visit is to verify information submitted with this application and complete an analysis of the proposed subdivision for consistency with the Comprehensive Plan and compliance with County Ordinances.
7. Once the Type III (family) 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.

## **REQUIREMENTS**

**COMPLETED APPLICATION:** A complete, correct, signed and notarized application. All applications will be required to comply with all submittal requirements and where applicable and necessary additional submittal requirements as specified by the Planning & Development Services Executive Director or designee and Public Works Executive Director:

**COMPLETED LOT INQUIRY LETTER:** A response letter issued by the Planning Department indicating that the parent parcel is eligible for a subdivision.

**APPLICATION FEES** – The Putnam County Board of County Commission establishes fees. See fee schedule. Fees are subject to change at any time by resolution of the Board of County Commissioners.

**IN ADDITION TO THE APPLICATION FEE, YOU WILL BE RESPONSIBLE FOR PAYMENT OF ANY FEES INCURRED FOR THIRD PARTY EXPERTS OR CONSULTANTS NECESSARY TO REVIEW AND ANALYZE TECHNICAL SUBMITTALS PROVIDED BY THE APPLICANT, INCLUDING BUT NOT LIMITED TO ENVIRONMENTAL ASSESSMENTS, HOUSING STUDIES, TRAFFIC STUDIES AND OTHER LEVEL OF SERVICE ANALYSES.**

**CERTIFIED SURVEY PLAN** – All copies of the survey must have a raised seal and surveyor's signature. Must submit 5 copies that are 16.5 by 22.5 minimum and 1 copy that is 8.5 by 11. The survey must include the following:

- 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 survey map must show the proposed layout of the subdivision, including location of lots and size, location of open/common area, location of roads and drainage.
- c. The proposed division of the property must meet zoning district requirements and be consistent to the requirements of the Comprehensive Plan.
- d. There is a 1 acre minimum if properties are serviced by private well and septic systems regardless of zoning. 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.

- e. The location of flood hazard and wetland areas noted and depicted on the surveys, if applicable.
- f. All requested information must be on the surveys and not attached to the survey. 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.
- g. Each newly created lot must have frontage on a county maintained road or recorded easement (Development Design and Improvement Standards in the LDC).

RECORDED DEED - A copy of the recorded deed to the property involved in the request must be provided.

LEGAL DESCRIPTION - A legal description of the area for the rezoning must be provided, if the area is different from the legal description in the deed to the property.

AGENT DESIGNATION AND AGENT OATH FORMS – These forms are applicable if the applicant(s) chooses to designate an agent other than an applicant to represent them at the public hearings.