

Planning and Zoning Lot Line Deviation Application Guide

Purpose and Intent:

- To reconfigure two or more lots of record or legally created lots each of which:
 - currently meet all sections of the Land Development Regulations and all requirements of the Town of Montverde Comprehensive Plan, or
 - in order to make each lot more compatible to the Land Development Regulations and the Town of Montverde Comprehensive Plan, or
 - to reconfigure lot lines on lots, either one or all of which are non-conforming lots of record due to setbacks, in order to make them more conforming lots of record.

Standards:

- A Lot Line Deviation may be applied for lots in either a platted subdivision or a metes and bounds legal description, provided that each parcel or lot is currently recognized as a lot of record or legally created lot approved by the Town of Montverde.
- Existing access to each lot may not be altered (i.e. an easement may not be added or extended).
- Only abutting lots of record or abutting legally created lots may be reconfigured.
- A lot line deviation will not be approved within a platted subdivision when it changes the character of the subdivision or where the lot line deviation increases the density beyond the general nature of the subdivision.
- The creation of a flag lot is prohibited. A flag lot is a lot with access provided to the bulk of the lot by means of a narrow (less than 50 feet wide) corridor.

Initial Submittal:

- A completed application form provided by the Town of Montverde and applicable application fees.
- A sketch of the proposed Lot Line Deviation showing the proposed lot reconfiguration, access, structures and ownership.
- Aerial photograph with the boundaries of the proposed adjustment overlain (you can obtain an aerial from our office or print one from our website: mymontverde.com).
- Soil map showing the boundaries of the proposed adjustment overlain (a copy of a soil map can be obtained by visiting https://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx).
- Current property record cards of the affected parcels.
- Warranty deeds for the affected parcels.

Final Submittal:

- One copy (with raised seal) of a survey showing the intended lot line deviation prepared by a professional land surveyor registered in Florida. The survey must include and identify the following items:
 - The overall legal description of the original parcel(s) being reconfigured.
 - The legal description of each parcel after it is reconfigured and all existing easements.
 - All existing structures.
 - The 100-year flood zone and the mean high water line (MHWL) or jurisdictional wetland line (JWL) must be identified on the survey and the amount of acres outside and inside of the MHWL or JWL must be noted on the survey.

Recording:

Upon approval, the Town of Montverde will record the Lot Line Deviation in the public records of Lake County, at the applicant's expense. Recording fees vary; the applicant will be notified when the recording fees are due.



Planning and Zoning Lot Line Deviation Application

Date:	
Owner's Name(s):	Phone:
Address:	
Owner's Signature(s):	
Owner's Name:	Phone:
Address:	
	Email:
Representative's Name:	Phone:
Address:	Email:
Alternate Key #s:	SecTwpRng
How many lots are involved in the lot lin	ne deviation?:
Application #	To be Completed by Staff Only Address #'s
Planner Comments:	
Are the parcels lots of records:	Current Zoning:FLUC:
Number of original lots:	Number of lots after reconfiguration:
Has the property been granted a varia	ance:If yes, Case #What was the variance
for:	, L – – – –
equal to or less than 80% of the med	nated value of structure(s) and land for each lot. Structure(s): = Total \$ If the combined value is lian price of a home in the Orlando MSA and/or at least 30% of the e, the application qualified for expedited review.
Completed on:	DO recorded in ORB:Page:
Drawn on Map by:	LLD Completed by:



Planning and Zoning

Agent Authorization Form

I/we, (print property owner name(s)),	as	the	pr	operty	
owner(s) of the real property described as follows,			,	do	
hereby authorize(print agent's n	ame) '	to ac	t as i	my/our	
agent, to execute any petitions or other documents necessary to affect the application approval requested and more					
specifically described as follows,,	and	to	appe	ar on	
my/our behalf before any administrative or legislative body in the Town considering this appli	ication	and	to ac	t in all:	
respects as our agent in matters pertaining to the application. I/we hereby grant permission fo	r staff	to co	nduc	t a site	
visit in conjunction with this application.					

Signature	Print Name of Property Owner	Date
Signature	Print Name of Property Owner	Date
State of Florida Town of Montverde		
The foregoing instrum	ent was acknowledged before me thisday of, who is personally known to me as identification and who didor did no	or who has produced
	(Seal)	
	Notary Public (Signature)	
	My Commission Expires:	
Legal Description(s),	Alternate Key Number(s), or Physical Address is required:	
Alternate Key or Phys		
Legal Description:		
Alternate Key or Phys	Alternate Key Number(s), or Physical Address is required:	

NOTE: All Applications shall be signed by the Owner(s) of the Property or some person duly authorized by the Owner to sign. The authority authorizing such person other than the Owner to sign must be attached.