



Planning and Zoning

Minor Lot Split Application

The Town of Montverde may approve a minor lot split (MLS) of a legally created lot that conforms to the requirements of the Land Development Regulations and Comprehensive Plan. A MLS shall not be approved within a platted subdivision when such lot split changes the character of the subdivision, or where the lot split increases the density, beyond the general nature of the subdivision. An applicant for a MLS shall have six (6) months from the date the application is submitted to the Town to finalize the lot split. No extensions will be granted.

The following items are need for the preliminary review:

- A completed application form.
- One copy (not to exceed 11" X 17" in size) of the proposed lot split, which shows the boundaries of the original parcel and each proposed parcel.
- A statement indicating whether water and/or sanitary sewer service is available to the property.
- A copy of a soil survey map with the boundaries of each lot drawn on it (a copy of a soil map can be obtained by visiting <https://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx>).
- An aerial photo with the boundaries of each lot drawn on it (an aerial can be obtained from our office or at www.mymontverde.com).
- A copy of the current property record card for the subject property.
- A copy of the current warranty deed for the subject property.
- A copy of the Federal Emergency Management Agency (FEMA) flood insurance map with the property boundaries drawn on it (a flood determination can be obtained at Public Works).

If the preliminary review is approved, you can move forward to the final review. The following items are needed for the final review:

- Boundary survey or sketch of description. In the event the proposed lot split contains parcels greater than 40 acres in size, a sketch description for the land area containing such parcels shall be accepted instead of a boundary survey. However, a boundary survey prepared by a professional land surveyor registered in the State of Florida shall be required for the land area containing parcels 40 acres or less in size. The survey must include and identify:
 - The overall legal description of the original parcel and proposed lots
 - The legal description of all existing or proposed easements
 - All existing structures
 - The 100-year flood zone and elevation
 - All surface water bodies
 - All wetlands and the amount of acreage inside and outside of the jurisdictional wetland line
- A title opinion of an attorney licensed in Florida or a certification by an abstractor or a title company dated through the date of final approval, showing all persons or entities with an interest of record in the property, including but not limited to, the record fee owners, easement holders, mortgage and lien holders. The report shall include the tax identification number(s) for the property and copies of all documents such as deeds, mortgages, etc., referenced in the title opinion.



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Minor Lot Split Application

Date _____

A Minor Lot Split divides a legally created lot into two (2) parcels

Owner's Name _____ Phone _____

Address _____
Street City State Zip Code

Owner's Email Address _____

Signature of Owner _____

Owner's Name _____ Phone _____

Address _____
Street City State Zip Code

Signature of Owner _____

Representative Name _____ Phone _____

Address _____
Street City State Zip Code

Representative's Email Address _____

Property information:

Section _____ Township _____ Range _____ Alternate Key # _____

The property is vacant Improved

What is the size of property: _____ Acres _____ Square Feet _____ Dimensions

TO BE COMPLETED BY STAFF ONLY

File# _____ **Address #** _____ **Project#** _____ **AR#** _____

Property Information:

1. Is the subject property a Lot of Record? Yes _____ No _____
2. Current zoning _____ Future Land Use Category _____
3. Has this property been granted a variance in the past? _____ If yes, Case # _____
What was the variance for: _____
4. Number of lots being created: _____
5. Size of lots being created: _____

6. Have impact fees been prepaid? _____
7. Affordable Housing Projects: Estimated value of structure(s) and land for each lot.
Structure(s): \$ _____ + Land \$ _____ = \$ _____
Project meets affordable housing expedited review criteria: _____

Utilities: Property is serviced by: _____

Is the property within 1,000 feet of a central sewer system: _____

Is the property within 300 feet of a central water system: _____

Is Concurrency required: _____

Preliminary review comments: _____

TO BE COMPLETED BY STAFF ONLY

Development Review Staff sign-off/comments

Planning and Zoning: _____

Environmental: _____

Addressing: _____

Environmental Health: _____

Public Works: _____

Right-of-Way: _____

Access Management: _____

Stormwater Management: _____

Recording:

Development Order: Recorded in ORB _____ Page _____

Mapping:

Drawn on map by _____ Date _____

Lot Split Completed By: _____

