

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
 - o All surface water bodies
 - o 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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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			
AddressStreet	City	State	Zip Code
Signature of Owner			
Representative Name		Phone	
Address		State	Zip Code
Representative's Email Address	City		·
Property information:			
SectionTownshipRange	Alternate	Alternate Key #	
The property is vacant Improved	_		
What is the size of property:Acres	Square Fe	eet	Dimensions

TO BE COMPLETED BY STAFF ONLY

File#	#Address #Proj	ect#	AR#
Prope 1.	perty Information: Is the subject property a Lot of Record? Yes	_No	
2.	Current zoningFuture L	and Use Cate	gory
3.	Has this property been granted a variance in the pa	st?	_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 str	ucture(s) and	land for each lot.
	Structure(s): \$+ Land \$		= \$
	Project meets affordable housing expedited review	criteria:	
Utilitie	ities: Property is serviced by:		
	Is the property within 1,000 feet of a central sev	ver system:	
	Is the property within 300 feet of a central water	system:	
Is Cor	concurrency required:		
Prelin	liminary 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 ORBPagePage				
Mapping:				
Drawn on map byDate				
Lot Split Completed By:				



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Agent Authorization Form

I/we, (print property owner name(s)),	as	the	р	roperty
owner(s) of the real property described as follows,			,	do
hereby authorize(print agent's na	ame) t	o act	as	my/our
agent, to execute any petitions or other documents necessary to affect the application approval requested and more				
specifically described as follow <u>s,</u>	, a	nd t	to	appear
on my/our behalf before any administrative or legislative body in the Town considering this	applic	ation	and	to act ל
in all respects as our agent in matters pertaining to the application. I/we hereby grant permission	ion for	staff	to c	conduct
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 instrumen	t was acknowledged before me thisday of, who is personally known to me as identification and who did or did ne	or who has produced
(5	Seal)	
	Notary Public (Signature)	
	My Commission Expires:	
Legal Description(s), Al	ternate Key Number(s), or Physical Address is required:	
Alternate Key or Physic	al Address:	
Legal Description:		

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.