



Board of County Commissioners

DEPARTMENT OF GROWTH MANAGEMENT

LAND DEVELOPMENT DIVISION

3600 W. Sovereign Path, Suite 140

Lecanto, FL 34461

Telephone: (352) 527-5239 TTY Dial 711

Web Address: www.citrusbocc.com

LOT RECONFIGURATION APPLICATION

Application No.: _____ Date: _____

* Agent for Petitioner.

Applicant*

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Home No.: _____ Cell No.: _____

Work No.: _____ Fax No.: _____

Email: _____

Petitioner(s)

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Home No.: _____ Cell No.: _____

Work No.: _____ Fax No.: _____

Email: _____

Property Description: Section: _____ Township: _____ South Range: _____ East

Legal Description: _____

Subdivision: _____ Lot(s): _____ Block/Parcel: _____

Alternate Key #: _____ Parcel ID: _____

Attach Proof of Ownership

Date of Boundary Survey: _____ Revision Dates (if any): _____

Total Acreage of Subdivision: _____ Total Number of all Proposed Lots: _____

Future Land Use Designation: _____ Road: _____

General Location: _____

If the applicant is other than the owner, a letter of authorization is required from the owner of the property to be subdivided.

I DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN AND THE ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature: _____

STATE OF FLORIDA
COUNTY OF CITRUS

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared _____, who is personally known to me or provided _____ as identification and who did not take an oath.

WITNESS my hand and official seal this _____ day of _____, _____.

Seal

Printed Name

Notary Public - State of Florida

For Staff Use Only

Date: _____

ATF: _____

Time: _____

QTR: _____

Initials: _____

LUD: _____



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Toll Free (352) 489-2120 TTY (352) 527-5312

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LOT RECONFIGURATION GUIDELINES

- A. This section is provided to allow for the relocation of a common lot line(s) without the requirement to plat for land that has not been previously platted, as defined in Chapter 177, F.S. However, if the land is part of a previously platted subdivision, then a replat is required.
- B. In order to qualify for exemption through the lot reconfiguration provision, the following information shall be provided:
1. An application for approval of the lot reconfiguration shall be required.
 2. One (1) survey map labeled "Boundary Survey" which includes the following information:
 - a. Existing boundary survey and legal description (per Standards of Practice Chapter 5J-17.050 through .053 F.A.C.), which shows the existing parcel(s) and/or lot line(s) of the area to be reconfigured and all existing easements and road rights-of-way of record (both internal and abutting).
 - b. The survey map must be annotated with bearings and distances as applicable
 - c. The survey map must be signed and sealed by a Florida licensed Professional Surveyor & Mapper.
 - d. The survey map of the original parcel must indicate that it is "For the purpose of preparing a Lot Reconfiguration submittal".
 3. A separate survey map of the reconfigured parcel labeled for the purpose of a Lot Reconfiguration which includes the following information:
 - a. Proposed parcel(s) or lot line(s) being reconfigured, along with the proposed legal description(s)
 - b. The reconfigured area(s) shall not prevent direct access to an improved public right-of-way.
 - c. Both the lot/parcel lines and the lines of any proposed easements, when applicable, shall indicate the new dimensions with bearings & distances (per the Standards of Practice Chapter 5J-17.050 through .053 F.A.C.)
 - d. The survey map must be signed and sealed by a Florida licensed Professional Surveyor & Mapper.
 - e. The Lot Reconfiguration and boundary survey shall be drawn at a legible scale and shall be bold enough to remain clearly legible after reduction. Additional detail may be required at the discretion of Land Development Division Director.
 - f. A computer-generated mathematical closure report, indicating acreage area, square feet, and precision of closure, shall be provided for both the existing boundary survey and the Lot Reconfiguration Boundary Survey.
 4. Lot reconfiguration shall not result in an increase in density beyond that allowed by the Comprehensive Plan or this LDC.
 5. New lots and/or parcel(s) shall not create a noncompliance with any setback requirements of this LDC.
 6. After approval by the Director of the Land Development Division, or designee, the boundary survey identifying the new lot(s) and/or parcel(s) shall be recorded with the Clerk of the Circuit Court and the recording information shall be provided to the Land Development Division within 30 days after application approval.



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LOT RECONFIGURATION SUBMITTAL CHECKLIST*

- _____ 1. Complete application.
- _____ 2. Fee as required by Resolution adopted by the Board of County Commissioners.
- _____ 3. Proof of ownership (to all lots/parcels).
- _____ 4. Letter(s) of Authorization if applicable.
- _____ 5. Seven (7) signed original surveys showing existing lot/parcel boundaries and proposed lot/parcel boundaries with legal descriptions and improvements depicted. (The approved survey will need to be recorded so the applicant may wish to retain one additional original size 8 ½" x 11" or 8 ½" x 14".)

*Additional information may be required as necessary in accordance with Land Development Code provisions.