



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

MINOR SUBDIVISION 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: _____ County Road (Must be Paved): _____

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 _____, _____.

Printed Name

Seal

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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MINOR SUBDIVISION GUIDELINES

- A. This section is provided for the purpose of defining and describing an exception to the requirement to plat for land that is proposed for subdivision into less than three parcels. All parcels resulting from said subdivision must have frontage for access along an existing paved public road without passing over lands owned or controlled by others outside of the subdivision. Lots created pursuant to this exemption may not be further subdivided unless they are in accordance with the platting requirements of the Land Development Code.
- B. In order to qualify for the exemption through this minor subdivision provision, the following conditions shall apply:
1. An application for approval of the minor subdivision shall be required.
 2. A boundary survey showing the original parcel of land and subsequent subdivision of land shall be prepared by a Florida Registered Professional Surveyor, and shall include the following information.
 - a. Existing legal description, boundary survey, and dimensions of the lot(s) and/or parcel(s) to be subdivided. All existing easements and rights-of-way must be indicated.
 - b. Legal descriptions, boundary survey, and dimensions of the created parcels (lots). New lot(s) and/or parcel(s) shall have an assigned number or letter through which it may be identified to the parent parcel.
 - c. The boundary survey shall indicate that its purpose is for a Minor Subdivision.
 - d. The 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 the Director of Land Development Division.
 3. All lots and/or parcels so created shall meet the minimum lot frontage area and dimensional requirements for the land use district in which they are located; however, in no case shall residential lots have a minimum lot width of less than 100 feet or in no case shall a nonresidential lot have a minimum lot width of less than 150 feet for the entire depth of the lot and as measured along the existing paved public road.
 4. A minor subdivision shall comply with all other provisions of this LDC.
 5. 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.

NOTE: Property Owners are advised that recording of the boundary survey for a Minor Subdivision in the Clerk's official record book does not convey transfer of property. The Property Owner shall be responsible for preparation of deed(s) associated with new lot(s), and having the deed(s) recorded with the Clerk of the Circuit Court.



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MINOR SUBDIVISION 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.