



CITY OF ARCADIA
LOT SPLIT APPLICATION

Parcel ID# _____

1. Owner's Name: _____

Mailing Address: _____

Telephone #: _____

Email Address: _____

2. Applicant's Name: _____

Mailing Address: _____

Telephone #: _____

Email Address: _____

3. Applicant is: Owner ___ Agent ___ Purchaser ___ Lessee ___ Optionee ___

4. Property Address/Location: _____

5. Legal Description of Property to be divided: _____

6. Area of Property: _____ Square Feet _____ Acres _____

7. Utilities: Central Water ___ Central Sewer ___ Well ___ Septic Tank ___

8. Zoning of Property: _____

9. Number, square footage and present use of all existing structures on the property: _____

10. Proposed number and size of lots/parcels: _____
11. Proposed Use of the Property: _____
12. Have any land use applications been filed within the last year in connection with this property? ____ Yes ____ No If yes, briefly describe the nature of the request and date when this was done: _____

This application must be accompanied by a legal description of the property, proof of ownership and authorization from the owner if represented by an agent or contract purchaser.

I certify that the statements in this application are true to the best of my knowledge.

Signature of Applicant

Please submit the application and all applicable information on the attached Lot Split Requirement instructions page.

Office Use:

Planning and Zoning Review:

_____ Approved

_____ Denied

Zoning Inspector Signature

Date: _____

Note: _____

LOT SPLIT REQUIREMENTS
PLANNING & ZONING DEPARTMENT

These requirements for a lot split only apply to property that lies within a residential zoning district. In order to qualify for a lot split the following criteria must be met:

1. Only two (2) lots will be created per original parcel.
2. Each lot created must conform to the zoning regulations for size, width, ingress/egress and any other requirements within that zoning district.
3. Each proposed lot shall front on a paved private road, a publically maintained road, or an easement.
4. An easement shall:
 - a. Be non-exclusive;
 - b. Be dedicated to the public for road, utility an drainage purposes;
 - c. Connect to a publically maintained road;
 - d. Be no longer than one thousand three hundred twenty (1,320) lineal feet from a publically maintained road;
 - e. Not obligate the City to maintain the easement; and
 - f. Have road name signs installed.
5. If a paved private road or easement is utilized, then deed restrictions, which require the property owners to maintain the private road or easement, shall be recorded prior to the recordation of the lot split.
6. In any lots abuts a publically maintained road that does not conform to the right-of-way specifications provided or adopted by the City, the owner shall be required to dedicate the required right-of-way width necessary to meet the minimum design standards.
7. All proposed lots must meet or exceed the dimensional requirements of the zoning district and required easements for utility, drainage, conservation or other purposes must be delineated for transfer to the Town as part of the development order.

Prior to the property being divided, it must be reviewed and approved by the City. The following items are required as part of the application process:

1. Completed application
2. Boundary survey

APPLICANT'S AFFIDAVIT

STATE OF FLORIDA

COUNTY OF _____

Before me, the undersigned authority personally appeared _____ who being by me first duly sworn on oath, deposes and says:

1. That he affirms and certifies that he understands and will comply with all ordinances, regulations, and provisions of the City of Arcadia, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the City of Arcadia, Florida and are not returnable.
2. That he desires approval for: _____
3. That the submittal requirements for the application have been completed and attached hereto as part of this application.

Applicants Signature

The foregoing instrument was acknowledged before this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

Notary Public

OWNER'S AFFIDAVIT

STATE OF FLORIDA
COUNTY OF _____

Before me, the undersigned authority personally appeared _____ who
being by me first duly sworn on oath, deposes and says:

1. That he is the fee-simple owner of the property legally described on page one of this application.
2. That he desires approval for: _____
3. That he has appointed _____ to act as agent in his behalf to accomplish the above. The Owner is required to complete the APPLICANT'S AFFIDAVIT of this application is no agent is appointed to act in his stead.

Owner's Signature

The foregoing instrument was acknowledged before this _____ day of _____, 20__ ,
by _____, who is personally known to me or who has produced
_____ as identification and who did (did not) take an oath.

Notary Public

All applications shall be signed by the owner of the property, or some person duly authorized by the owner to sign. This authority authorizing a person other than the owner to sign MUST be attached.