LOT SPLIT / LOT LINE RECONFIGURATION

CONDITIONS
The following conditions **must** exist in order to **split** a parcel under this process per Seminole County Land Development Code Section 35.2:

- The property must be a parcel of record prior to July 28, 1970.
- Created parcels (lots) must have frontage on a public right-of-way. (20’ of frontage for each lot)
- Newly created parcels must meet all zoning requirements, including minimum buildable lot area above the 100 year flood prone elevation, lot width, etc.
- Existing structures must meet the minimum setback requirements after the split without a variance.
- **INFORMATIONAL**: Your mortgage may be affected by splitting or reconfiguring your property

REQUIRED ATTACHMENTS

INQUIRY
- Application
- Application fee of $250.00 (will be applied towards approval fee if completed within 1 year)
- Sketch of property locating any existing structures and/or sketch of proposed land split locating any existing structures

FINAL APPROVAL
- Application
- Application fee of $250.00 (unless a lot split/reconfiguration inquiry has been completed within 1 year)
- Signed and sealed survey of property to be split locating any existing structures
- Complete legal description of the property to be split or reconfigured
- Legal description(s) and sketch of newly created parcels
- **Lot Split ONLY**: Dated copy of School Impact Analysis submitted to the School Board
- **Lot Line Reconfigurations ONLY**: Applicant will be responsible for recording the new Deeds and Sketch of Description for the lot line reconfiguration with the Seminole County Clerk of the Courts Land Records Division.

APPLICATION DELIVERY METHODS
Completed forms and all of the **required attachments** may be sent via:
- **Hand delivery or mail**: Seminole County Planning & Development Division, West Wing, Second Floor, Room 2028, 1101 East First Street, Sanford, Florida 32771
- **E-mail**: plandesk@seminolecountyfl.gov
# LOT SPLIT / LOT LINE RECONFIGURATION

## APPLICATION TYPE/FEE

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOT SPLIT INQUIRY</td>
<td>$250.00</td>
</tr>
<tr>
<td>LOT SPLIT APPROVAL</td>
<td>$250.00 (WAIVED IF INQUIRY APPROVED WITHIN 1 YEAR)</td>
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<tr>
<td>LOT LINE RECONFIGURATION INQUIRY</td>
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</tr>
</tbody>
</table>

## PROPERTY

<table>
<thead>
<tr>
<th>Parcel ID #(S):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Address(S):</td>
<td></td>
</tr>
</tbody>
</table>

**WATER:**
- [ ] SEMINOLE COUNTY
- [ ] WELL
- [ ] OTHER: _______________________________________

**SEWER:**
- [ ] SEMINOLE COUNTY
- [ ] SEPTIC
- [ ] OTHER: _______________________________________

**ZONING:**
- [ ] FUTURE LAND USE:

**LOT 1 ACREAGE:**

**LOT 2 ACREAGE:**

**TOTAL ACREAGE:**

## OWNER

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>STATE:</td>
</tr>
<tr>
<td>Phone:</td>
<td>EMAIL:</td>
</tr>
</tbody>
</table>

## APPLICANT

**IF YOU ARE NOT THE PROPERTY OWNER, ATTACH A COMPLETED OWNER AUTHORIZATION FORM**

<table>
<thead>
<tr>
<th>Name:</th>
<th>COMPANY:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>STATE:</td>
<td>ZIP:</td>
</tr>
<tr>
<td>Phone:</td>
<td>EMAIL:</td>
<td></td>
</tr>
</tbody>
</table>

## SIGNATURE OF OWNER/AUTHORIZED AGENT

__________________________

DATE

__________________________

## STAFF USE ONLY

<table>
<thead>
<tr>
<th>PM:</th>
<th>REC’D DATE:</th>
<th>COMMENTS DUE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] PROP. APPRAISER SHEET(S)</td>
<td>[ ] PRIOR REVIEWS/APPROVALS:</td>
<td></td>
</tr>
</tbody>
</table>

**ZONING:**
- [ ] LOCATION:

**FLU:**
- [ ] SEWER:

**BCC:**
- [ ] ACREAGE: