

HELPFUL WEB SITES

PROPERTY BASICS 101

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The following is a summary of information and resources and is for informational purposes only. The County strongly recommends that you obtain the appropriate consultant (Land Planner, Surveyor, Engineer, Environmental Specialist, etc.) to review your project.

Seminole County Web site
www.seminolecountyfl.gov

To Obtain your PIN or Tax Parcel ID Number:
www.scpafl.org

Seminole County Land Development Code OnLine
www.seminolecountyfl.gov/guide/codes.asp
Click on VIEW THE LAND DEVELOPMENT CODE.

For Official Zoning & Land Use maps
www.scpafl.org
Click on MAP SEARCH

For Wetland Information
www.seminolecountyfl.gov/gm/devrev/wetlands.asp

For Comprehensive Plan Policies
www.seminolecountyfl.gov/gm/planning/compplan.asp

For Parcel of Record as of June 28, 1970
www.seminolecountyfl.gov/gm/planning/taxroll.asp

For Subdividing Lots
www.seminolecountyfl.gov/gm/devrev/subdivision.asp

INFORMATION AND RESOURCE GUIDE



FOR PROPERTY DEVELOPMENT
{ IN SEMINOLE COUNTY }

1 WHAT CAN I FIND OUT ABOUT A PROPERTY?

Many of the County processes require a property to meet certain criteria and conformity in order to develop the property. Below are some of the basic items you should research and terms you should know when performing due diligence on a property.

2 WHAT IS MY PARCEL TAX ID NUMBER?

The PIN or tax parcel ID number is a number unique to a specific parcel. Having a parcel number assigned does not indicate that a property has rights for a building permit to be issued. The parcel number can be found on the property's tax bill and you must have this number in order to research property.

You can get the PIN by visiting the Property Appraiser's office or online at the Property Appraiser Web site at www.scpafl.org. Click on **RECORD SEARCH** and enter the owner's name or the property address. This will provide the 17 digit number that is unique to the parcel.

3 WHAT IS MY ZONING AND FUTURE LAND USE?

Every parcel in the County has a zoning designation and future land use designation. The **future land use (FLU)** is the established general land use as identified in the Seminole County Comprehensive Plan as adopted by the State of Florida. The zoning designation implements the FLU designation.

The zoning designation lays out lot area and setback requirements and other standards such as permitted and conditional land uses. To obtain the zoning and future land use for a property, see www.scpafl.org and click on **MAP SEARCH**, zoom in to your parcel area on the map, click on "Institutional" from list at right, scroll down the list and click the gray box to check **COUNTY ZONING**. After you know the zoning on the parcel, access the Seminole County Land Development Code online at www.seminolecountyfl.gov/guide/codes.asp for development standards of that zoning designation.



IMPORTANT TO NOTE!
A Parcel ID number, a recorded deed, or survey of your property does not necessarily mean that your parcel was legally created. It is important to perform due diligence to determine the buildability of any parcel.



4 IS IT A PLATTED LOT?

Many parcels are platted within a subdivision. In most cases, this indicates that the parcel is already conforming to the zoning designation and the lot is buildable. For instance, the lot area must meet or exceed the required minimum lot area of the zoning. If the platted lot does not meet the zoning requirement, see #10. To find out if a parcel is platted, go to the Property Appraiser web site at www.scpafl.org. Click on **RECORD SEARCH**, enter the property address and look at the legal description. If the property is part of a subdivision plat the legal description would indicate a plat book (PB) and page (PG). You can view the plat by using the drop down menu next to the word PLAT in the legal description. Plat copies are also available at the Seminole County Planning & Development Division located at 1101 E. 1st Street, Sanford, FL 32771, on the 2nd floor of the County Services Building for a fee.

5 IS THIS PROPERTY WITHIN THE FLOOD PLAIN?

Flood-prone areas are determined by FEMA (Federal Emergency Management Agency) and can be found depicted on the FIRM maps (Flood Insurance Rate Maps). See www.scpafl.org and click on **MAP SEARCH**, check **ENVIRONMENTAL/FEMA**. This information is important for development activities on a property and, if within a flood-prone area, can restrict the development potential of a parcel. Maps show approximate boundaries only. Also, see www.seminolecountyfl.gov/gm/building/flood/index.asp for FAQ/Flood Prone information. Call (407) 665-7335 for specific parcel flood plain determination.

6 ARE THERE WETLANDS ON THIS PROPERTY?

The County maintains maps for general information purposes that show approximate wetland borders, but wetlands are officially determined by an environmental consultant or FDEP (Florida Department of Environmental Protection) by physically flagging the wetland boundaries on the property. Also see www.seminolecountyfl.gov/gm/devrev/wetlands.asp

7 THERE IS AN EASEMENT ON MY PROPERTY. WHAT IS IT FOR?

Easements are created for utility service, access, drainage, and conservation to provide legal access to a property by others for specific purposes or to limit the use of the property to a specific purpose. Ownership of the property within the easement remains in the name of the property owners but may prohibit any permanent structures within the easement area. Easements can be indicated on the plat, or as an executed document recorded in the public records.

8 WILL A BUILDING PERMIT BE ALLOWED ON THIS PROPERTY?

In order for a building permit to be issued, buildability must be established. Buildability means that property was created by a County process; meets all applicable zoning regulations and/or a variance to said regulations (where allowed/required) has been obtained. Setback requirements cannot be verified until a permit has been applied for and site plan submitted that shows the proposed location of all structures. A Lot Research Request can be obtained through the Building Division or at www.seminolecountyfl.gov/gm/building/pdf/BuildableLotResearchRequest.pdf

9 IS IT A PARCEL OF RECORD?

When regulations are adopted, very often there is a date before which, or after which, a parcel must have existed in order to benefit from or be exempted from the regulation. This is called a parcel of record date. To verify if it is a parcel of record, see item #12.

10 I HAVE A LOT PLATTED MANY YEARS AGO BUT THE LOT DOES NOT MEET THE SIZE REQUIREMENT FOR THE CURRENT ZONING.

There are several policies within the Comprehensive Plan and the Land Development Code that address this situation. Sometimes a remedy is available through a variance although the following Comprehensive Plan Policies provide important information, and can be viewed at www.seminolecountyfl.gov/gm/planning. Select Comprehensive Plan.

• **Future Land Use Objective 3:** Reduction of Non-conforming Uses and Antiquated Plats.

- **Policy FLU 3.1** — Nonconforming Uses, Nonconforming Zonings and Conflicting Zonings
- **Policy FLU 3.2** — Antiquated Plats

Contact the Planning & Development Division for further information on variance requests and Comprehensive Plan issues at (407) 665-7441.

11 DOES THIS PROPERTY FRONT ON A PUBLIC ROAD?

Both roads and easements are named rights-of-way. Local roads found in the County can be public roads paved to County standards, public roads paved with cold mix, county maintained dirt roads, and paved and unpaved private roads or easements. Generally, a parcel of land must have access on a paved public road in order for development to occur on it.

12 CAN I SUBDIVIDE MY PROPERTY?

You may be able to subdivide residential property or commercial property into two (2) lots under the Lot Split process. In order to subdivide property through the Lot Split process, the parent parcel must be a parcel of record as of June 28, 1970, which means it exists today with the same **legal description** as it was in the 1971 tax roll.

To find out if it is a parcel of record as of June 28, 1970, go to www.seminolecountyfl.gov/gm/planning/taxroll.asp the 1971 Paid Tax Roll. Using your property tax ID number (PIN), look under the Township and Range for your parcel number. The second and third sets of numbers in your PIN are the township and range numbers 20-21-30 (section 20 – township 21 – range 30).

IMPORTANT TO NOTE!
Parcel of record date is established by ordinance for various code requirements when they are adopted — The lot-split parcel of record date is one example.

Compare today's legal description with that found in the 1971 tax roll. Generally, these would match although there can be exceptions, for example, the creation of right-of-ways or easements since 1971 will alter today's legal description.

The Minor Plat process may be used to subdivide if a parcel is not a parcel of record or if the subdivision creates up to four residential parcels or two commercial parcels. Subdividing beyond these limits requires the full Subdivision process. Please see www.seminolecountyfl.gov/gm/devrev/subdivision.asp. Select Subdivision Application Procedure Summary for information and the Seminole County Land Development Code.



A formal determination should be obtained where appropriate.

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| <u>Building Division:</u> | <u>Planning & Development Division:</u> |
| • Lot Research Request | • Lot Split Inquiry or Determination |
| • Flood Prone Determination | • Variance Request |
| | • Zoning Verification Letter |